

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Field Office MiMaRoPa Region
1680 F.T. Benitez corner Malvar Sts., Malate, Manila

REQUEST FOR QUOTATION

RFQ No. 2018-12-1718 - NP - LOV
Date: December 17, 2018

Company Name : _____
Company Address : _____
Contact Person : _____
Contact No. : _____
Company TIN : _____
PhilGEPS Reg. No. : _____

Sir/Madam:

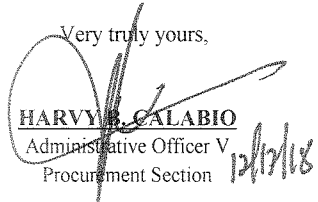
Please quote your government price/s including delivery charges, VAT or **other applicable taxes**, and other incidental expenses for the goods listed in **Annex A**. Failure to indicate information could be basis for non - compliance. Also, furnish us with descriptive brochures, catalogues, literatures and/or samples, if applicable.

If you are exclusive manufacturer, distributor, or agent in the Philippines for goods listed in Annex A, please attach in your

Additionally, please attach copies of your **Company's Business Permit, PhilGEPS Certificate, latest Income/Business Tax Return and Omnibus Sworn Statement**. The **Certificate of Platinum Membership** maybe submitted in lieu of the Mayor's /Business Permit and PHILGEPS Registration Number

Please accomplish and submit this form together with Annex A to DSWD - Procurement Unit at 2nd Floor 1680 F.T. Benitez corner Malvar Sts., Malate, Manila or **fax it through numbers: (02) 336-8106 to 07 loc. 111 or email to: proc.jheromelimbo.dswd4b@gmail.com** not later than **5:00 PM on December 20, 2018 (Thursday)**.

Very truly yours,


HARVY B. CALABIO
Administrative Officer V
Procurement Section

Terms and Conditions:

- Award shall be made on per: item basis total quoted price lot basis
- Price Validity shall be valid until: One Hundred Twenty (120) Calendar days
- Services shall be delivered on: December 26-28, 2018
- Place of Delivery: Batangas, Laguna or Cavite Area
- Terms of Payment: within 15-30 days upon final inspection and acceptance
Payment through LDDAP-ADA (List of Due and Demandable Accounts Payable- Advice to Debit Account)
Account Name: _____ Account Number : _____
Bank Name: _____ Branch: _____
****Note: Non Land Bank of the Philippines accounts shall be charged a service fee**
- Liquidated Damages/Penalty: In case of failure to make full delivery within the time specified above, the amount of the liquidated damages shall be at least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay shall be imposed. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of contract, the Procuring Entity may rescind or terminate the contract without prejudice to other courses of action and remedies available under the circumstances.
- For goods please indicate brand, model and country of origin.
- In case of discrepancy between unit cost and total cost, unit cost shall prevail.
- Please indicate warranty: _____
- NOTE: "Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PhilGEPS). You may visit the PhilGEPS website at www.philgeps.gov.ph to register"


JEROME S. LIMBO
Procurement Officer

Telefax: 336-8106 to 07 loc. 101 & 111
Company Phone Number : 0939-502-4258

Signature Over Printed Name
(Supplier)

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

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RFQ No. 2018-12-1718 - NP - LOV
Date: _____ (should be filled up by suppliers)
MOP: _____

Company Name : _____
Company Address : _____
Contact Person : _____
Contact No. : _____
Company TIN : _____
PhilGEPS Reg. No. : _____

Item No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications	Unit Cost	Total Cost
1	45	pax	BOARD AND LODGING (2 days) Date : December 26-28, 2018 Venue : Batangas, Laguna or Cavite Area			
	38	guaranteed pax	Check In : December 26, 2018 @ 12:00 NN (First meal is PM Snacks then Dinner) December 27, 2018 - Full Board Meal (Breakfast, AM Snacks, Lunch, PM Snacks and Dinner) Check Out : December 28 @ 12:00 NN (with provision of Breakfast, AM Snacks and last meal is Lunch) TIME OF SERVING: 6AM-9:30AM, 12NN-3:30PM, 6PM *Service provider will send menu one (1) week before the activity date			
			ARRANGEMENTS:			
			* Room Accommodation : Double/Triple Sharing (single bed each pax)			
			* Complimentary use of Function room and other amenities beyond 12:00 PM on the first day, until 6:00 PM on December 28, 2018 for free			
			* Free Flowing Coffee / Milo / Tea			
			* No Pillars in the center of session hall			
			Page 1 of 2			
			APPROVED BUDGET FOR THE CONTRACT: Php 162,000.00			
			Note: Please specify brand/ model/ origin Please fill up the space for Bidder's Specification			
			*Failure to indicate information could be basis for non-compliance."			

PURPOSE: Accommodation and Meals for the conduct of PPD Performance Review and Evaluation cum Listahanan PIR
PR No.: 2018-12-1718 - NP - LOV
IMPORTANT: The winning bidder **MUST SIGN** the original copy of Purchase Order (P.O.) at DSWD FO MIMAROPA Region, Procurement Unit within three (3) days from the date advance copy was served thru fax. **FAILURE** to show up and sign the original P.O. means the bidder is not interested and will be ground for suspension or blacklisting in DSWD's future biddings.

JEROME S. LIMBO
Procurement Officer

Tel: 336-8106 Local 101 & 111 / Email: procurementdswd4bmmimaropa@gmail.com
Company Phone Number : 0939-502-4258

(Signature over printed name)
Supplier

VAT
 Non-VAT

