

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Field Office MiMaRoPa Region

1680 F.T. Benitez corner Malvar Sts., Malate, Manila

REQUEST FOR QUOTATION

RFQ No. 2019-01-0128 NP LOV

Date: December 13, 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 quotation a duly notarized certification to this effect.

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.cathy.dswd4b@gmail.com not later than 5:00PM on December 20, 2018 (Thursday).

Very truly yours,

HARVY L. CALABIO
Administrative Officer V
Procurement Section

Telefax: 336-8106 to 07 loc. 101 & 111

Terms and Conditions:

- 1. Award shall be made on per: [ ] item basis [X] total quoted price [ ] lot basis
2. Price Validity shall be valid until: One Hundred Twenty (120) Calendar days
3. Services shall be delivered on March 20-22, 2019
4. Place of Delivery: Metro Manila
5. 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
6. Liquidated Damages/Penalty: In case of failure to make full delivery within the time sepcified 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.
7. For goods please indicate brand, model and country of origin.
8. In case of discrepancy between unit cost and total cost, unit cost shall prevail.
9. Please indicate warranty:
10. 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"

CATHERINE CATHY R. VICTORIO
Procurement Officer
Tel. No: 336-8106 Local 101

Signature Over Printed Name
(Supplier)

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 Field Office MIMaRoPa Region  
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RFQ No. 2019-01-0128 NP LOV  
 Date: (should be filled up by suppliers)

MOP: SVP

Item No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications	Unit Cost	Total Cost
1	35	pax	Board and Lodging for 2 days			
	30 guaranteed	pax	RRPTP Program Implementation Review (PIR) cum Orientation on Gender Based Assessment			
			Venue: Metro Mamila			
			Date: March 20-22, 2019			
			Check in: March 20, 2019 / 2:00 PM			
			Check out: March 22, 2019 / 12:00 NN			
			Day 0: March 20 (PM snack, Dinner)			
			Day 1: March 21 ( Breakfast, AM snack, Lunch, PM snack, Dinner)			
			Day 2: March 22 (Breakfast, AM snack, Lunch)			
			Serving time:			
			Breakfast: 6:00 AM			
			Lunch: 12:00 NN			
			Dinner: 6:00 PM			
			Schedule of function hall:			
			March 20-21: 7:00 AM - 7:00 PM			
			March 22: 7:00 AM - 1:00 PM			
			Inclusions:			
			Free flowing coffee and water, Complimentary mixed nuts/ chips and candies during session, free use of internet ready function hall with sound system and enough microphones and extensions; Complimentary LCD projector and screen (HDMI); unlimited access to WiFi, Complimentary room and tokens for the secretariat; Stand by crew.			
			***nothing follows***			
			Approved Budget Cost: Php 126,000.00			

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: RRPTP Program Implementation Review (PIR) cum Orientation on Gender Based Assessment  
 PR No.: 2019-01-0128 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.

VAT   
 Non-VAT

CATHERINE CATHY R. VICTORIO  
 Procurement Officer

(Signature over printed name)  
 Supplier