

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Field Office MiMaRoPa Region

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

REQUEST FOR QUOTATION

RFQ No. 2019-01-0136 NP LOV

Date: 12/13/2018

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, 2018 (Thursday).

Very truly yours,

HARVY B. 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 September 4-6, 2019
4. Place of Delivery: Metro Manila
5. Terms of Payment: within 15-30 days upon final inspection and acceptance
6. 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.
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)



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

RFQ No. 2019-01-0136 NP LOV  
 Date: \_\_\_\_\_ (should be filled up by suppliers)  
 MOP: \_\_\_\_\_ LOV

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"

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
			<b>Venue:</b> Room assignment: Double sharing/Triple sharing (single bed each pax) Airconditioned guest room with cable TV Bathroom with hot and cold showers with enough toiletries (towel, tooth paste and shampoo) Use of fully airconditioned session hall / conference room, spacious for activities and can accommodate all participants from 7:00 AM to until 7:00 PM of September 4, 2019, 8:00 AM until 12:00 PM off September 6, 2019 for FREE NO pillars in the corner of the session hall/ conference room The session hall/ conference room is free from noise which is detrimental to the event / meeting with registration area Free welcome streamer / tarpaulin and backdrop at the session hall Free use of telephone line, projector with screen, Speaker podium, sound system with 3 wireless microphones, extension cords, white boards with markers and erasers Free WiFi for both guest and function room At least 1 hotel staff attendant available at any given time during the session to assist the secretariat in logistic concerns *** page 2 of 2*** ***nothing follows***			
			<b>Approved Budget Cost : Php 54,000.00</b>			

PURPOSE: GAD Planning and Budgeting Workshop for 2021 GBP  
 PR No.: 2019-01-0136 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

\_\_\_\_\_  
 (Signature over printed name)  
 Supplier

CATHERINE CATHY R. VICTORIO  
 Procurement Officer  
 Tel: 336-8106 Local 101/Fax No: 336-8106 Local 111/Email: procurementdswd4bmimaropa@gmail.com