



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

REQUEST FOR QUOTATION

RFQ No. 2021-01-0090 <sup>NP-LOW</sup> ~~NP-LOW~~ ✓  
Date: JANUARY 26, 2021

Company Name : \_\_\_\_\_  
Company Address : \_\_\_\_\_  
Contact Person : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Email Address : \_\_\_\_\_  
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, Mayor's 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) 5336-8106 to 07 loc. 24051-52 or email to: [lglicop@dswd.gov.ph](mailto:lglicop@dswd.gov.ph) not later than 5:00 PM on FEBRUARY 02, 2021.

Very truly yours,  
**HARVEY B. CALABIO** 1/26/2021  
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: OCTOBER 18-22, 2021
- Place of Delivery: HOTEL/RESORT WITHIN CALABARZON
- 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](http://www.philgeps.gov.ph) to register"

**LORETTA G. LICOP**  
Procurement Officer

Telefax: 5336-8106 to 07 loc. 24051-52

\_\_\_\_\_  
Signature Over/Printed Name  
(Supplier)



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MOP: NP LOW shopping

Company Name : \_\_\_\_\_  
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 Contact No. : \_\_\_\_\_  
 Email Address : \_\_\_\_\_  
 Company TIN : \_\_\_\_\_  
 PhilGEPS Reg. No. : \_\_\_\_\_

Item No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications	Unit Cost	Total Cost
1	40	pax	BOARD AND LODGING (4 DAYS)			
	32	Guaranteed Pax	2021 REGIONAL INTEGRATED PERFORMANCE REVIEW AND EVALUATION WORKSHOP (IPREW)			
			Venue: Hotel/Resort within CALABARZON			
			Date of Activity: OCTOBER 18-22, 2021			
			Nights: 4 NIGHTS			
			Check-In Date and Time: OCTOBER 18, 2021/2:00 PM ONWARDS (Monday)			
			Check-Out Date and Time: MOCTOBER 22, 2021/12:00 NN (Friday)			
			Room Sharing: Air-conditioned Room, Triple Sharing with Individual Bed per Pax and Free Toiletries			
			Meal Schedule:			
			OCTOBER 18, 2021: Lunch, PM Snacks and Dinner			
			OCTOBER 19-21, 2021: Breakfast, AM Snack, Lunch, PM Snack, Dinner			
			OCTOBER 22, 2021 (Thursday): Breakfast and AM Snack			
			Type of Serving:			
			*Managed Buffet for Breakfast (6:00 AM), Lunch (12:00 NN) and Dinner (6:00 PM)			
			*Plated Snacks (AM Snack-9:00 AM and PM Snack-3:00 PM)			
			Menu Selection:			
			*Hotel to submit Menu (Minimum of atleast 2 Viands, Soup, Desserts and Beverages)			
			*Hotel will submit proposed menu of the day one (1) week before the training schedule			
			*No repeating meal per menu			
			*Food to be served should have vegetables and fruits and can adjust for Muslim and non pork eaters			
			Inclusions:			
			*Structurally sound and safety for occupancy with enough Fire Escapes, Fire Fighting Equipments, CCTV, Elevators and Stairs	Note: Please specify brand/ model/ origin Please fill up the space for Bidder's Specification		
			*Facilitites must be PWD and Senior Citizen Friendly	"Failure to indicate information could be basis for non-compliance."		
			*Air-Conditioned Guest Rooms with Cable TV			
*****Page 1 of 2*****						

PURPOSE: BOARD AND LODGING FOR 4TH ANNUAL M&E CONFERENCE

PR No.: 2021-01-0090

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.

**LORETA G. LICOP**  
Procurement Officer

Telefax: 5336-8106 to 07 loc. 24052

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

VAT  
 Non-VAT



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MOP: NP- **LOV**

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 Email Address : \_\_\_\_\_  
 Company TIN : \_\_\_\_\_  
 PhilGEPS Reg. No. : \_\_\_\_\_

Item No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications	Unit Cost	Total Cost
			*Bathrooms with Hot and Cold Showers with enough toiletries (Towel, Toothpaste, Soap and Shampoo)			
			*Free-Use of fully Air-Conditioned Session Hall/Conference Room, spacious for activities and can accommodate all participants from 7:00 AM until 7:00 PM of October 18, 2021; 7:00 AM until 5:00 PM of October 22, 2021.			
			*No Obstructing Pillars in the Conference Room			
			*The Session Hall/Conference Room is free from noise/which is detrimental to the event/meeting			
			*With Registration Area and Free Use of Parking Area			
			*Provision of Socialization Night (native delicacies, finger foods and drinks) and FREE Use of Conference Hall until 12:00 MidNight			
			*Free use of Telephone line, Projector with Screen, Speaker Podium, Sound System with 5 Microphones, Electric Outlets, Extension Cords, Whiteboard and Whiteboard Marker and Eraser, and other Amenities			
			*Free WI-Fi access for both guest and function rooms			
			*Atleast One (1) Hotel Staff/Attendant available at any given time during the session to assist the Secretariat in Logistical concerns			
			*Free Flowing of Coffee/Tea/Drinking Water/Infused Water			
			*FREE One (1) Complimentary Room for Secretariat Team before and after the activity (which is excluded to be required no. of rooms for participants)			
			<b>NOTE:</b>			
			Hotel/Restaurants/Resort should not be offering short term lodging associated with motel and should not be situated beside or across gambling establishment shops, night clubs, funeral parlors, mortuaries and other similar like			
			*****Nothing Follows*****			
			<b>Rating Factors:</b>			
			I. Availability - 5%			
			<b>II. Location and Site Condition</b>			
			a. Accessibility - 5%			
			b. Parking Space - 5%			
			c. Security - 5%			
			<b>III. Neighborhood Data</b>			
			a. Sanitation and Health Condition - 10%			
			b. Near Hospital, Police and Fire Station/Establishments - 5%			
			<b>IV. Functionality and Venue</b>			
			a. Structural Condition - 10%			
			b. Spacious and Airconditioned Function Room and Bedrooms - 10%			
			c. Lighting and Ventilation - 5%			
			d. Catering Services ( with Halal Menu) - 10%			
			e. Clear Sound System - 5%			
			f. Adequate and safe facilities such elevator, fire exits, escapes and equipments - 10%			
			g. Maintenance and Attractiveness - 10%			
			h. Amenities and Facilities - 5%			
			<b>Passing Rate = 85%</b>			
			*****Page 2 of 2*****			
			APPROVED BUDGET FOR THE CONTRACT: PHP 288,000.00			

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