



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

REQUEST FOR QUOTATION

RFQ No. 2021-02-0122 NP-LOV

Date: FEBRUARY 02, 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 may be 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 not later than 5:00 PM on FEBRUARY 09, 2021.

Very truly yours,

HARRY B. CALABIO
Administrative Officer V
Procurement Section

Terms and Conditions:

1. Award shall be made on per: item basis total quoted price lot basis
2. Price Validity shall be valid until: One Hundred Twenty (120) Calendar days
3. Services shall be delivered on: JULY 20-23, 2021
4. Place of Delivery: HOTEL WITHIN 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 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.
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"

LORETTA G. LICOP
Procurement Officer

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

(Supplier)



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Item No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications	Unit Cost	Total Cost
1	40	pax	BOARD AND LODGING (3 DAYS)			
36 Guaranteed Pax			LEARNING AND DEVELOPMENT INTERVENTION ON MENTAL HELATH AND PSYCHOSOCIAL SUPPORT (MHPSS) IN EMERGENCY SETTING FOR SOCIAL WELFARE			
			Venue: Hotel/Resort within METRO MANILA			
			Date of Activity: JULY 20-23, 2021			
			Nights: 3 NIGHTS			
			Check-In Date and Time: JULY 20, 2021 / 6:00 PM			
			Check-Out Date and Time: JULY 23, 2021 / 12:00 NN			
			Room Sharing: Air-conditioned Room, Triple Sharing with INDIVIDUAL BED PER PAX and Free Toiletries			
			Meal Schedule:			
			DAY 0 (JULY 20, 2021): Dinner			
			DAY 1 (JULY 21, 2021): Breakfast, AM Snack, Lunch, PM Snack, and Dinner			
			DAY 2 (JULY 22, 2021): Breakfast, AM Snack, Lunch, PM Snack, and Dinner			
			DAY 3 (JULY 23, 2021): Breakfast, AM Snack, Lunch and PM 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; and Strictly NO POWDERED JUICE	Note: Please specify brand/ model/ origin Please fill up the space for Bidder's Specification		
			Inclusions:			
			*Structurally sound and safety for accupancy with enough Fire Escapes, Fire Fighting Equipments, CCTV, Elevators and Stairs	"Failure to indicate information could be basis for non-compliance."		
			*Classroom-Type arrangement with ample space for 40pax or more			
***** Page 1 of 2*****						

PURPOSE: BOARD AND LODGING FOR LEARNING AND DEVELOPMENT INTERVENTION ON MHPSS IN EMERGENCY SETTING FOR SOCIAL WELFARE

PR No.: 2021-02-0122

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.

LORETTA G. NICOP
Procurement Officer

Telefax: 5336-8106 to 07 loc. 24052

(Signature over printed name)
Supplier

VAT
 Non-VAT



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Item No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications	Unit Cost	Total Cost
			*Air-Conditioned Guest Rooms with Cable TV			
			*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 12:00 NN until 6:00 PM of July 20, 2021 to 8:00 AM until 5:00 PM of July 23, 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			
			*Free use of Telephone line, Projector with Screen, Speaker Podium, Good 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 for 5 pax before and after the activity (which is excluded to be required no. of rooms for participants)			
			NOTE:			
			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*****			
			Rating Factors:			
			I. Availability - 5%			
			II. Location and Site Condition			
			a. Accesibility - 5%			
			b. Parking Space - 5%			
			c. Security - 5%			
			III. Neighborhood Data			
			a. Sanitation and Health Condition - 10%			
			b. Near Hospital, Police and Fire Station/Establishments - 5%			
			IV. Functionality and Venue			
			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%			
			Passing Rate = 85%			
			*****Page 2 of 2*****			
			APPROVED BUDGET FOR THE CONTRACT: PHP 240,000.00			
				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."		

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(Signature over printed name)
Supplier

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