



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

REQUEST FOR QUOTATION

RFQ No.: 2021-11-1076
Date: November 16, 2021

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

Sir/Madam:

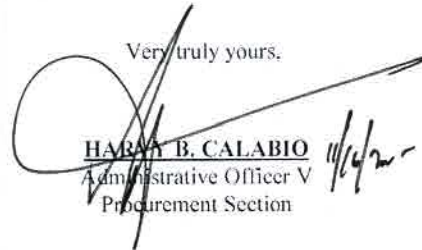
Please quote your government price/s including delivery charges, VAT or **other applicable taxes**, and other incidental expenses for the goods listed in **Annex A**. Failure to indicate information could be basis for non-compliance. Also, furnish us with descriptive brochures, catalogues, literatures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

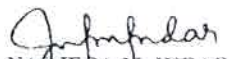
Please accomplish and submit this form together with Annex A to DSWD - Procurement Unit at 2nd Floor 1680 F.T. Benitez corner Malvar Sts., Malate, Manila or **fax it through numbers: (02) 5336-8106 to 07 loc. 24052 or email to: nmindar@dswd.gov.ph** not later than **5:00 PM on November 19, 2021 (Friday)**.

Very truly yours,


HARRY 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: **November 23-27, 2021**
- Place of Delivery: **Metro Manila**
- 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"**


NAJEB A. M. INDAR
Procurement Officer

Telefax: 5336-8106 to 07 loc. 24052
Email: nmindar@dswd.gov.ph

Signature Over Printed Name
(Supplier)



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RFQ No.: 2021-11-1076

Date: _____ (should be filled up by suppliers)

MOP: Shopping

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

Item No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications	Unit Cost	Total Cost
			Supplementary Feeding Program - Year End Strategic Planning Activities (Face-to-Face Interactions)			
1	20	Pax	Venue: Within Metro Manila			
	Guaranteed Pax: 15		Date of Activity: November 23-27, 2021			
			Check In Date and Time: November 23, 2021 / 2:00PM			
			Check Out Date and Time: November 27, 2021 / 12:00Nn			
			Room Sharing: Airconditioning Room Twin Sharing with individual bed per pax and free toiletries			
			Meal Schedule:			
			November 23, 2021 - Lunch, Pm Snack, Dinner			
			November 24, 2021 - Breakfast, Am/PM Snacks, Lunch, Dinner			
			November 25, 2021 - Breakfast, Am/PM Snacks, Lunch, Dinner			
			November 26, 2021 - Breakfast, Am/PM Snacks, Lunch, Dinner			
			November 27, 2021 - Breakfast, Am/PM Snacks			
			Type of Food Serving: Plated			
			Menu Selection: Hotel to submit menu (minimum of 2 meat dish, 1 vegetable dish, 1 soup, 1 dessert, rice)			
			No repeating meal per menu			
			Inclusions:			
			Free use of airconditioned conference room			
			Free flowing of coffee and drinking water			
			No obstruction of pillars in the conference room			
			Availability of electric outlets and use of extension cords			
			Availability of sound system and at least 4 microphones			
			Availability of a strong and free WiFi connections			
			Free use of projector, white screens and white boards			
			Free use of parking space			
			Facilities must be PWD and Senior Citizen Friendly			
			Must be structurally sound, have fire escapes and firefighter equipments. First Aid kits and CCTVs			
			Food to be served can adjust for Muslim and non pork eaters			
			Free complementary room for secretariat/Regional Director			
			1 room for the duration of the event			
			Free use of facilities and amenities (Team Building facilities pool, gym, etc)			
			Must be compliant with the IATF health and safety protocols			
		NOTHING FOLLOWS.....			
			Approved Budget Cost: PHP 160,000	"Failure to indicate information could be basis for non-compliance."		

PURPOSE: Provision of Board and Lodging for Supplementary Feeding Program - Year End Strategic Planning Activities (Face-to-Face Interactions)
 PR No.: 2021-11-1076

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

NADUEBA M. INDAR
 Procurement Officer

Telefax: 5336-8106 to 07 loc. 24052

 (Signature over printed name)
 Supplier

VAT
 Non-VAT