



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

REQUEST FOR QUOTATION

RFQ No.: 2021-11-1039 NP-LOV
Date: NOVEMBER 05, 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: ccrvictorio@dswd.gov.ph** not later than **5:00 PM on NOVEMBER 12, 2021 (FRIDAY)**.

Very truly yours,

HARVEY 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 22-24, 2021
- Place of Delivery: HOTEL WITHIN MARINDUQUE
- 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"

CATHERINE CATHY R. VICTORIO

Procurement Officer

Telefax: 5336-8106 to 07 loc. 24052

Email: proc.davecorcoro.dswd4b@gmail.com / dtcorcoro@dswd.gov.ph

Signature Over Printed Name
(Supplier)



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Date: _____ (should be filled up by suppliers)

MOP: NP-LOV

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

Item No.	Qty.	Unit	Bidder's Specifications	Unit Cost	Total Cost
1	18	PAX	BOARD AND LODGING FOR 2-DAYS TRAINING		
16 Guaranteed Pax			CONDUCT OF SUSTAINABLE LIVELIHOOD PROGRAM MAINSTREAMING MANUAL FORUM IN MARINDUQUE		
			Venue: Hotel within MARINDUQUE		
			Date of Activity: NOVEMBER 22-24, 2021		
			Nights: 2 DAYS		
			Check-In Date and Time: NOVEMBER 22, 2021/12:00nn ONWARDS		
			Check-Out Date and Time: NOVEMBER 24, 2021/12:00 nn		
			Room Sharing: Air-conditioned Room, DOUBLE Sharing with Individual Bed per Pax and Free Toiletries (With the IATF and DOT Guidelines for the Minumum Health Standard)		
			Meal Schedule:		
			NOVEMBER 22, 2021: Lunch, PM Snacks and Dinner		
			NOVEMBER 23, 2021: Breakfast, AM Snack, Lunch, PM Snack, Dinner		
			NOVEMBER 24, 2021: Breakfast and AM Snack		
			Type of Serving:		
			* MANAGED BUFFET for Breakfast (6:00 am) and Dinner (6:00pm)		
			* HOT PACKED MEAL for AM Snack, Lunch (12:00 nn) and PM Snack (3:00pm)		
			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 accpancy with enough Fire Escapes, Fire Fighting Equipments, CCTV, Elevators and Stairs		
			*Air-Conditioned Guest Rooms with Cable TV		
			*Bathrooms with Hot and Cold Showers with enough toiletries (Towel, Toothpaste, Soap and Shampoo)		
			*****Page 1 of 2*****		
			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: **BOARD AND LODGING IN THE CONDUCT OF SUSTAINABLE LIVELIHOOD PROGRAM MAINSTREAMING MANUAL FORUM IN MARINDUQUE**
 PR No.: 2021-11-1039

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.

CATHERINE CATHY R. VICTORIO

Procurement Officer
 Telefax: 4336-8106 to 07 loc. 24052

VAT
 Non-VAT

 (Signature over printed name)
 Supplier

