



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

**REQUEST FOR QUOTATION**

RFQ No.: 2021-11-1041 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: ccvictorio@dswd.gov.ph** not later than **5:00 PM on NOVEMBER 12, 2021 (FRIDAY)**.

Very truly yours,

**HARVY 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: DECEMBER 1-3, 2021

4. Place of Delivery: HOTEL WITHIN PUERTO PRINCESA CITY, PALAWAN

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](http://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](mailto:proc.davecorcoro.dswd4b@gmail.com) / [dtcorcoro@dswd.gov.ph](mailto:dtcorcoro@dswd.gov.ph)

Signature Over Printed Name  
 ( Supplier)



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MOP: NP-LOV

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 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 PALAWAN		
			Venue: Hotel within PUERTO PRINCESA		
			Date of Activity: DECEMBER 1-3, 2021		
			Nights: 2 DAYS		
			Check-In Date and Time: DECEMBER 1, 2021/12:00nn ONWARDS		
			Check-Out Date and Time: DECEMBER 3, 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:		
			DECEMBER 1, 2021: Lunch, PM Snacks and Dinner		
			DECEMBER 2, 2021: Breakfast, AM Snack, Lunch, PM Snack, Dinner		
			DECEMBER 3, 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)		
			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 PALAWAN

PR No.: 2021-11-1041

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 R. VICTORIO**

Procurement Officer  
 Telefax: 5336-8106 to 07 loc. 24052

VAT  
 Non-VAT

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



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Item No.	Qty.	Unit	Bidder's Specifications	Unit Cost	Total Cost
			*Free-Use of fully Air-Conditioned Session Hall/Conference Room, spacious for activities and can accommodate 30 participants or more		
			*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, Sound System with 2 Microphones, Electric Outlets, Extension Cords, Whiteboard and Whiteboard Marker and Erase		
			*Free WI-Fi access for both guest and function rooms		
			*Facilities must be PWD and Senior Citizen Friendly		
			*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		
			<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>		
			*****Hotel to submit the DOT Accreditation Certificate		
			*****Page 2 of 2*****		
			<b>APPROVED BUDGET FOR THE CONTRACT: PHP 140,000.00</b>		
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