



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Field Office MiMaRoPa Region
1680 F.T. Benitez corner Malvar Sts., Malate, Manila

REQUEST FOR QUOTATION

RFQ No. 2021-11-1094 NP SVP LOV
Date: November 29, 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, 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) 336-8106 to 07 loc. 111 or email to: ccvictorio@dswd.gov.ph not later than 5:00PM on December 3, 2021 (FRIDAY)

Very truly yours,

HARVY B. CALABIO
Administrative Officer V
Procurement Section
Tel. No: 5336-8106 loc 24051-52

Terms and Conditions:

- 1. Award shall be made on per: [ ] item basis [X] total quoted price [ ] lot basis
2. Price Validity shall be valid until: One Hundred Twenty (120) Calendar days
3. Services shall be delivered December 2021
4. Place of Delivery: Region III (Subic)
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 sepcified 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"

CATHERINE CATHY R. VICTORIO
Procurement Officer
Tel. No: 5336-8106 loc 24051-52

Signature Over Printed Name
(Supplier)



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RFQ No. 2021-11-1094 NP SVP  
 Date: \_\_\_\_\_ (should be filled by suppliers)  
 MOP: SVP

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
1	53	px	Board and Lodging for 3 days			
		43 guaranteed pax	<b>Regional Management Development Conference (RMDQ)</b>			
			Venue: Region <b>III</b> (Subic)			
			Date: December 2021 <i>(Dec. 12-15, 2021)</i>			
			<b>Type of Food Serving:</b>			
			Managed Buffet Breakfast, Lunch and Dinner			
			Plated Snacks			
			Menu Selection: Hotel to submit menu ( minimum of at least 2 viands, soup and dessert)			
			No repeating meal per menu			
			Note: Pease provide menu together with the quotations			
			<b>Venue for 3 Days on the Conduct of Regional Management Development Conference (RMDQ)</b>			
			Time of Use: 7:00 am - 6:00 pm <i>Check in: Dec. 12, 2021</i>			
			Date of Activity: December 2021 <i>Check out: Dec. 15, 2021</i>			
			Time of Use: 7:00 am - 6:00 pm			
			<b>Inclusions:</b>			
			1. Room occupancy should follow IATF guidelines and protocols			
			2. Structurally sound and safety for occupancy with enough fire escapes, fire fighting equipments, CCTV, elevators and stairs			
			3. Facilities must be PWD and Senior Citizen Friendly.			
			4. Airconditioned venue with air humidifiers			
			5. No obstructing pillars in the conference room			
			6. The session hall/conference room is free from noise w/o is detrimental to the event/ meeting.			
			7. With registration area			
			8. Free use of telephone line, projector w/ screen, speaker podium, sound system w/ 20 microphones, electric outlets, extension cords, whiteboard and whiteboard marker & eraser and other amenities			
			9. Free Wi-Fi access for both guest and function rooms			
			10. Free use of parking space			
			***page 1 of 2***			
				<b>Note: Please specify brand/ model/ origin</b>		
				<b>Please fill up the space for Bidder's Specification</b>		
				<b>Failure to indicate information could be basis for non-</b>		

**PURPOSE:** Regional Management Development Conference (RMDQ)

**PR No.:** 2021-11-1094 NP SVP

**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

Tel: 336-8106 Local 101/Fax No: 8336-8106 Local 24051-52/Email: [procurementdswd4b](mailto:procurementdswd4b)

(Signature over printed name)  
 Supplier

VAT  
 Non-VAT





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RFQ No. 2021-11-1094 NP { 0V  
 Date: \_\_\_\_\_ (should be filled  
 by suppliers)

MOP: LOV

Company Name : \_\_\_\_\_  
 Company Address : \_\_\_\_\_  
 Contact Person : \_\_\_\_\_  
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 Email Address : \_\_\_\_\_  
 Company TIN : \_\_\_\_\_  
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Item No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications	Unit Cost	Total Cost
			11. Venue must be in new-normal setup with provision of acrylic barriers, alcohol and sanitizers and extra face masks for the participants; 2 meter-distancing among the participants			
			12. Venue must have a large monitor TV screen for the conference call and other necessary materials/technology for conference call			
			13. At least one (1) hotel staff/attendant available at any given time during the session to assist the secretariat in logistical concerns			
			14. At least one (1) hotel staff/attendant to act as marshal to remind the hotel health protocols			
			15. Free complimentary room for the Regional Director and the Secretariat			
			16. Provision of advance pqfity for the secretariat team			
			17. Preferably with available hotel mini-bus/vehicle			
			Note: End -user shall inform the Service Provider one to two weeks the exact date prior to the conduct of the activity follows			
			***page 2 of 2***			
			***nothing follows***			
			<b>Rating Factor</b>			
			<b>I. Availability - 5%</b>			
			<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 Hospita, Police and Fire Station/ Establishment - 5%			
			<b>IV. Functionality and Venue</b>			
			a. Structural Conditione - 10%			
			b. Spacious and Airconditioned Function room and Bedrooms -			
			c. Lighting and Ventilation - 5%			
			d. Catering Service (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%			
			<b>Approved Budget Cost: Php 318,000.00</b>			

PURPOSE: Regional Management Development Conference (RMDC)  
 PR No.: 2021-11-1094 NP SVP

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