



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

REQUEST FOR QUOTATION

RFQ No. 2021-12-1136 NP-LOV  
Date: December 6, 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: [ejcnolasco@dswd.gov.ph](mailto:ejcnolasco@dswd.gov.ph)** not later than **5:00 PM on December 10, 2021 (Friday)**.

Very truly yours,

**HARVY B. GALABIO** 12/6/2021  
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: DECEMBER 15-17, 2021
- Place of Delivery: HOTEL WITHIN ORIENTAL MINDORO
- 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](http://www.philgeps.gov.ph) to register"

  
**EMMA JOY C. NOLASCO**  
Procurement Officer

Telefax: 336-8106 to 07 loc. 101 & 111

\_\_\_\_\_  
Signature Over Printed Name  
(Supplier)



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RFQ No. 2021-12-1136

Date: \_\_\_\_\_ (should be filled up by suppliers)

MOP: NP-LOV

Company Name : \_\_\_\_\_  
Company Address : \_\_\_\_\_  
Contact Person : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
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Company TIN : \_\_\_\_\_  
PhilGEPS Reg. No. : \_\_\_\_\_

Item No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications	Unit Cost	Total Cost
1	19	pax	<b>BOARD AND LODGING FOR 3 DAYS AND 2 NIGHTS</b>			
		16 guaranteed pax	<b>Training on Effective Facilitation and Partnership Development for Pantawid Pamilya</b>			
			<b>Preferred Venue:</b> Oriental Mindoro			
			<b>Date of Activity:</b> December 15-17, 2021			
			<b>No. of Nights:</b> 2 nights			
			<b>Check in Date and Time:</b> December 15, 2021 @ 5:00pm, Wednesday			
			<b>Check out Date and Time:</b> December 17, 2021 @ 12:00nn, Friday			
			<b>Room Sharing:</b> Airconditioned Room Twin/Triple Sharing with Individual Bed per Pax and complete Toiletries			
			<b>Meal Schedule:</b>			
			December 15, 2021: Dinner			
			December 16, 2021: Breakfast, Am Snacks, Lunch, PM Snacks and Dinner			
			December 17, 2021: Breakfast, AM Snacks, Lunch and PM Snacks			
			<b>Type of Food Serving:</b>			
			Managed Buffet Breakfast, Lunch and Dinner			
			Plated Snacks			
			Menu Selection: Hotel to submit menu (minimum of rice, 2 viands, 1 vegetable side dish, soup, dessert, drink)			
			No repeating meal per menu			
			Attached meal plan for reference			
			<b>Inclusion:</b>			
			Free use of Airconditioned Conference Room (can accommodate 19 pax and free from noise which is detrimental to the event)			
			Temperature scanner and alcohol/sanitizer			
			Free flowing coffee, drinking water and candies			
			No obstructing Pillars in the conference room			
			Availability of electric outlets and free use of extension cords			
			With audio system and at least 3 microphones			
			Free use of projector and whiteboards			
			With free strong wifi connections			
			Free use of parking space			
			Facilities must be PWD and Senior Citizen Friendly			
			Must be structurally sound, have fire escapes and firefighting equipments and CCTV			
			Foods to be served should have vegetables and fruits and can adjust to Muslim and non pork eaters			
			Free one (1) complimentary Room for the Secretariat			
			Free use of facilities and amenities (if applicable)			
			Free provision of Socializations (inclusion of videoke, drinks and pica-pica for 19pax)			
			<b>Date:</b> December 16, 2021, 7:00pm			
			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 for the conduct of Training on Effective Facilitation and Partnership Development for Pantawid Pamilya

PR No.: 2021-12-1136

**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.

**EMMA JOY C. NOLASCO**  
Procurement Officer

Tel: 336-8106 Local 101 & 111/Email: [ejcnolasco@dswd.gov.ph](mailto:ejcnolasco@dswd.gov.ph)

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

VAT  
 Non-VAT

