



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
FIELD OFFICE - MIMAROPA
1680 F.T. Benitez Corner Malvar Sts., Malate, Manila

REQUEST FOR QUOTATION

RFQ No. 2021-11-0166
Date: December 13, 2021

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

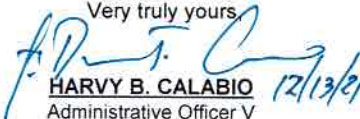
Sir/Madam:

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) 5336-8107 local 24502** or **email to: kc4bprocurement2@gmail.com** not later than **5:00PM on December 17, 2021 (Friday)**.

Very truly yours,

HARVY B. CALABIO 12/13/21
Administrative Officer V
Procurement Section
Telefax: 5336-8107 local 24052

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 20 to 23, 2021
4. Place of Delivery: Metro Manila or Region IV-A
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"**

SHARON F. PASCASIO
Procurement Officer
Tel. No: 5336-8106 Local 101

Signature Over Printed Name
(Supplier)



Procurement Form No. 04-A (Annex A)
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Field Office MiMaRoPa Region
1680 F.T. Benitez corner Malvar Sts., Malate, Manila

Note: "Prospective supplier must be registered at the Philippine Government Electronic Proc RFQ No. System (PhilGEPS). You may visit the PhilGEPS website at www.philgeps.gov.ph to r Date:

2021-11-0166
 (should be filled up
 by suppliers)

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

MOP: SHOPPING

Item No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications	Unit Cost	Total Cost
1	49	pax	Board and Lodging			
			Meals: AM Snack, Lunch, PM Snack and Dinner			
			Plated: AM and PM Snacks (with cold beverage)			
			Managed Buffet: Lunch and Dinner (Minimum of 2			
			viands with soup, dessert/fruits and cold drinks. No			
			repetition of meals)			
			Title of the Activity: Regional Program Management			
			Team (RPMT) Skills Upscaling			
			Venue: Metro Manila or Region IV-A			
			Date of Activity: December 20-23, 2021			
			Guaranteed Pax: 49			
			Check In Date and Time: December 20 , 2021			
			Tuesday, 2:00 pm			
			Check Out Date and Time: December 23, 2021			
			Friday, 12: 00 nn			
			Room Sharing: Twin / Triple Sharing Airconditioned			
			Room with individual bed per pax, free toiletries			
			and free breakfast			
			Meal Schedule:			
			December 20, 2021 : PM Snacks and Dinner			
			December 21, 2021 : Breakfast, AM Snacks, Lunch,			
			PM Snacks and Dinner			
			December 22, 2021 : Breakfast, AM Snacks, Lunch,			
			PM Snacks and Dinner			
			December 23, 2021 : Breakfast, AM Snacks and Lunch			
			Food Service Style / Type: Managed Buffet for Breakfast,			
			Lunch and Dinner, and Plated for AM and PM Snacks			
			Menu Selection: Hotel to submit menu			
			Inclusion:			
			1. Free use of Airconditioned Conference Room			
			(can accommodate more than 49 pax and free from			
			noise that is detrimental to the event)			
			2. No obstructing pillars in the conference room			
			3. Availability of electric outlets and free use of			
			extension cords			
			4. With audio system and at least 2 microphones			
			5. Free use of projector and whiteboards			
				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."		
			Page 1 of 2			

PURPOSE: Board and lodging for the Regional Program Management Team (RPMT) Skills Upscaling on December 20 to 23, 2021

PR No.: 2021-11-0166

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 form 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.

SHARON F. PASCASIO

Procurement Officer

 (Signature over printed name)

Tel: 5336-8106 Local 101/Fax No: 5336-8106 Local 24502/Email: kc4bprocurement2@gmail.com

Supplier

VAT
 Non-VAT



Procurement Form No. 04-A (Annex A)
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Field Office MiMaRoPa Region
1680 F.T. Benitez corner Malvar Sts., Malate, Manila

Note: "Prospective supplier must be registered at the Philippine Government Electronic Proc RFQ No. System (PhilGEPS). You may visit the PhilGEPS website at www.philgeps.gov.ph to re Date:

2021-11-0166
 (should be filled up
 by suppliers)
MOP: SHOPPING

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

Item No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications	Unit Cost	Total Cost
			6. Free use of reliable and uninterruptible wifi connections			
			7. Free flowing coffee and drinking water			
			8. Food to be served should have vegetables and fruits and can be adjusted for Muslim and non pork eaters			
			9. Free use of parking space			
			10. Must be structurally sound, have fire escapes and firefighting equipments, and CCTV			
			11. Free Tarpaulin/Backdrop			
			12. Free use of facilities and amenities (if applicable)			
			NOTE: Hotel/Restaurants/Resorts should not be offering short term lodging associated with motel and should not be situated beside or across gambling establishments, shops, night clubs, funeral parlors, mortuaries and other similar businesses			
			Rating Factors:			
			I. Availability - 5%			
			II. Location and Site Condition-			
			a. Accessibility - 5%			
			b. Parking Space -5%			
			c. Security -5%			
			III. Neighborhood Data			
			a. Sanitation and Health Condition - 10%			
			b. Near Hospital, Police and Fire Station / Establishments -5%			
			IV. Functionality and Venue			
			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%	Note: Please specify brand/ model/ origin Please fill up the space for Bidder's Specification		
			h. Amenities and Facilities- 5%			
			Passing Rate = 85%			
			Nothing Follows			
			Approved Budget Cost: P 294,000.00	"Failure to indicate information could be basis for non-compliance."		
			Page 2 of 2			

PURPOSE: Board and loding for the Regional Program Management Team (RPMT) Skills Upscaling on December 20 to 23, 2021

PR No.: 2021-11-0166

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SHARON F. PASCASIO

Procurement Officer

Tel: 5336-8106 Local 101/Fax No: 5336-8106 Local 24502/Email: kc4bprocurement2@gmail.com

(Signature over printed name)

Supplier

VAT

Non-VAT

(Signature Over Printed Name of Convasser)

Position: _____

Date / Time of Delivery: _____

Note: This form shall be used and issued in cases when RFQ is personally delivered to prospective supplier/service provider.