



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Field Office MiMaRoPa Region

1680 F.T. Benitez corner Malvar Sts., Malate, Manila

REQUEST FOR QUOTATION

RFQ No. 2022-02-0072 NP LOV
Date: February 23, 2022

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 March 2, 2022 (Tuesday).

Very truly yours,
HARVY B. GALABIO
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 March 31-April 2, 2022
4. Place of Delivery: Laguna, Rizal, Quezon, and Region 3
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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 Date: _____ (should be filled by suppliers)

MOP: LOV

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	92	pax	Board and Lodging for 2 days			
			79 guaranteed pax			
			General Administrative and Support Services (GASS) Performance Assessment and Strategic Planning.			
			Venue: Laguna, Rizal, Quezon, and Region 3			
			Date: March 31 - April 2, 2022			
			Check in: March 31, 2022 / 6:00 PM			
			Check out: April 2, 2022 / 12:00 PM			
			DOT Accredited Venue and compliant to IATF Health and Safety Protocols			
			Room sharing: Air-conditioned room, Triple sharing with INDIVIDUAL BED PER PAX in compliance with existing health and safety protocols againts COVID 19 and free toiletries			
			Provisions:			
			One (1) free secretariat room			
			Socialization night (April 1, 2022)			
			Meals: Packed Meals (Breakfast, Lunch, Dinner, PM and AM snack)			
			*Soup, Rice, Vegetable dish, 2 Meat or Seafood dish, Dessert			
			*No artificial flavored drinks, water only.			
			Time of serving: 7AM, 9AM, 12NN, 3PM, 6PM			
			Day 0: March 31 - PM snack, Dinner			
			Day 1: April 1 - Breakfast, AM snack, Lunch, PM snack, Dinner)			
			Day 2: April 2 - Breakfast, AM snack, Lunch)			
			Function Room:			
			Fully air-conditioned room, spacious for activities			
			Can accommodate all participants in one venue			
			Facilities: Free projector with screen, speaker, sound system, 3 microphones, white board, Whiteboard markers and erasers.			
			Free use of WiFi Internet			
			Activity Area:			
			Provision of one (1) Team Building Facilitator for April 1 activity			
			Open air activity area suitable for team building activities			
			Outdoor swimming pool with standby lifeguard			
			Various outdoor activities for participants.			
			nothing follows	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."		
			Approved Budget Cost: Php 368,000.00			

PURPOSE: General Administrative and Support Services (GASS) Performance Assessment and Strategic Planning.

PR No.: 2022-02-0072 NP LOV

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

(Signature over printed name)
 Supplier

VAT
 Non-VAT