



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

REQUEST FOR QUOTATION

RFQ No.: 2022-03-0303 NP-LOV

Date: March 25, 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, 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: [lglicop@dswd.gov.ph](mailto:lglicop@dswd.gov.ph) not later than 5:00 PM on April 1, 2022 (Friday).

Very truly yours,

  
**HARVY B. CALABIO**  
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: MAY 16-20, 2022
- Place of Delivery: HOTEL WITHIN REGION I, II, III, and CAR (PREFERRED VENUE: REGION I - La Union; REGION II - Cagayan; REGION III - Zambales and CAR - Benguet (Baguio))
- 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"

**LORETTA G. LICOP**  
Procurement Officer

Telefax: 5336-8106 to 07 loc. 24051 to 52

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



## DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Field Office MiMaRoPa Region

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

Department of Social Welfare and Development

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 PhilGEPS Reg. No. : \_\_\_\_\_

MOP: NP- SVP

| Item No. | Qty.              | Unit | Bidder's Specifications                                                                                                                                                    | Unit Cost                                                                                     | Total Cost |
|----------|-------------------|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|------------|
| 1        | 40                | PAX  | <b>BOARD AND LODGING (4 Days and 3 Nights)</b>                                                                                                                             |                                                                                               |            |
|          | 32 Guaranteed Pax |      | <b>CONDUCT OF 2022 ANNUAL MONITORING AND EVALUATION (M&amp;E) CONFERENCE</b>                                                                                               |                                                                                               |            |
|          |                   |      | <b>VENUE: Hotel within REGION I, II, III and CAR</b>                                                                                                                       |                                                                                               |            |
|          |                   |      | <b>PREFERRED VENUE:</b>                                                                                                                                                    |                                                                                               |            |
|          |                   |      | REGION I - La Union                                                                                                                                                        | REGION III - Zambalez                                                                         |            |
|          |                   |      | REGION II - Cagayan                                                                                                                                                        | CAR - Benguet (Baguio)                                                                        |            |
|          |                   |      | <b>Date: MAY 16-20, 2022</b>                                                                                                                                               |                                                                                               |            |
|          |                   |      | <b>Nights: 4 Nights</b>                                                                                                                                                    |                                                                                               |            |
|          |                   |      | <b>Check-In Date and Time: MAY 16, 2022 / 12:00 nn</b>                                                                                                                     |                                                                                               |            |
|          |                   |      | <b>Check-Out Date and Time: MAY 20, 2022/12:00 nn</b>                                                                                                                      |                                                                                               |            |
|          |                   |      | <b>Room Sharing: Air-conditioned Room, TWIN Sharing with Individual Bed per Pax and Free Toiletries (With the IATF and DOT Guidelines for the Minumum Health Standard)</b> |                                                                                               |            |
|          |                   |      | <b>MEALS SCHEDULE:</b>                                                                                                                                                     |                                                                                               |            |
|          |                   |      | <b>MAY 16, 2022: PM Snack and Dinner</b>                                                                                                                                   |                                                                                               |            |
|          |                   |      | <b>MAY 17-19, 2022 (FULL Meal): Breakfast, AM Snack, Lunch, PM Snack, Dinner</b>                                                                                           |                                                                                               |            |
|          |                   |      | <b>MAY 20, 2022: Breakfast, AM Snack and Lunch</b>                                                                                                                         |                                                                                               |            |
|          |                   |      | <b>Type of Serving:</b>                                                                                                                                                    |                                                                                               |            |
|          |                   |      | *Managed Buffet for Breakfast (6:00 am), Lunch (12:00 nn) and Dinner (6:00 pm)                                                                                             |                                                                                               |            |
|          |                   |      | *Plated Snacks (AM Snack-9:00 am and PM Snack-3:00 pm)                                                                                                                     |                                                                                               |            |
|          |                   |      | <b>Menu Selection:</b>                                                                                                                                                     |                                                                                               |            |
|          |                   |      | *Hotel to submit Menu (Minimum of atleast 2 Viands, Soup, Desserts and Beverages)                                                                                          | Note: Please specify brand/ model/ origin Please fill up the space for Bidder's Specification |            |
|          |                   |      | *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                                                                         | "Failure to indicate information could be basis for non-compliance."                          |            |
|          |                   |      | <b>INCLUSIONS:</b>                                                                                                                                                         |                                                                                               |            |
|          |                   |      | *Structurally sound and safety for accpancy with enough Fire Escapes, Fire Fighting Equipments, CCTV, Elevators and Stairs                                                 |                                                                                               |            |

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PURPOSE: BOARD AND LODGING FOR THE CONDUCT OF 2022 ANNUAL MONITORING AND EVALUATION (M&amp;E) CONFERENCE

PR No.: 2022-03-0303 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.

 VAT

 Non-VAT

LORETTA G. LICOP

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

(Signature over printed name)  
 Supplier



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|----------|------|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|------------|
|          |      |      | *Facilities must be PWD and Senior Citizen Friendly                                                                                                                                                                                                |                                                                                                  |            |
|          |      |      | *Air-Conditioned Guest Rooms with Cable TV                                                                                                                                                                                                         |                                                                                                  |            |
|          |      |      | *Bathrooms with Hot and Cold Showers with enough toiletries (Towel, Toothpaste, Soap and Shampoo)                                                                                                                                                  |                                                                                                  |            |
|          |      |      | *Free-Use of Fully Air-Conditioned Session Hall/Conference Room, spacious for activities and can accommodate 60 participants or more for physical distancing in compliance with Covid-19                                                           |                                                                                                  |            |
|          |      |      | *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 5 Microphones, Electric Outlets, Extension Cords, Whiteboard and Whiteboard Marker and Eraser, and other Amenities                                                           |                                                                                                  |            |
|          |      |      | *Free WI-Fi access for both guest and function rooms                                                                                                                                                                                               |                                                                                                  |            |
|          |      |      | *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 or Hot Chocolate/Drinking Water/Infused Water                                                                                                                                                                              |                                                                                                  |            |
|          |      |      | *Provision of Socialization Night (native delicacies, finger foods and drinks) and FREE Use of Conference Hall until 12:00 MidNight                                                                                                                |                                                                                                  |            |
|          |      |      | *FREE Two (2) Complimentary Room: One (1) for the Regional Director and One (1) for the Secretariat Team before and after the activity (which is excluded to be required no. of rooms for participants)                                            |                                                                                                  |            |
|          |      |      | *FREE Tarpaulin or LED Backdrop                                                                                                                                                                                                                    |                                                                                                  |            |
|          |      |      | *Venue must be in a new normal set-up with provision of extra facemask, alcohol and sanitizers for the participants                                                                                                                                |                                                                                                  |            |
|          |      |      | <b>NOTE:</b><br>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><br><b>Passing Rate = 85%</b>                                                                                                                                                                                                |                                                                                                  |            |
|          |      |      | ****Hotel to submit the DOT Accreditation Certificate                                                                                                                                                                                              |                                                                                                  |            |
|          |      |      | Page 2 of 2                                                                                                                                                                                                                                        |                                                                                                  |            |
|          |      |      | <b>Approved Budget for the Contract: Php 288,000.00</b>                                                                                                                                                                                            |                                                                                                  |            |
|          |      |      |                                                                                                                                                                                                                                                    | Note: Please specify brand/ model/ origin<br>Please fill up the space for Bidder's Specification |            |
|          |      |      |                                                                                                                                                                                                                                                    | "Failure to indicate information could be basis for non-compliance."                             |            |

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