



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

REQUEST FOR QUOTATION

RFQ No. 2022-03-0193 NP LOV
 Date: March 18, 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) 8336-8106 to 07 loc. 24051-52 or email to: ccrvictorio@dswd.gov.ph** not later than **5:00PM on March 25, 2022 (Friday)**.

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 total quoted price lot basis
2. Price Validity shall be valid until: One Hundred Twenty (120) Calendar days
3. Services shall be delivered November 10-11, 2022
4. Place of Delivery: Puerto Princesa City, Palawan
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. 2022-03-0193 NP LOV
 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			Board and Lodging for 1 day 4th Quarterly Palawan LSWDO Conference for CY 2022. Venue: Puerto Princesa City, Palawan Date: November 10-11, 2022 Check in: November 10, 2022 / 1:00 PM Check out: November 11, 2022 / 1:00 PM Room Sharing: Air Conditioned Room, Double sharing with individual bed per pax and free toiletries (with IATF and DOT Guidfines for the Minimum Health Standard) Meals Schedules: November 10: PM snack and Dinner November 11: Breakfast, AM snack, and Lunch Type of serving: Managed Buffet : Breakfast (6:00AM) and Dinner (6:00PM) Hot packed meals: AM snack, Lunch (12:00NN) and PM snack(3:00 PM) Menu Selection: 1. Hotel shall submit menu (Minimum of 2 viands, soup, desserts beverages) 2. Hotel shall submit proposed menu of the day (1 week before the conduct of the activity) 3. No repeating meal per menu. 4. Food should have vegetables, fruits, and can adjust for Non Pork eaters. Inclusions: 1. Complimentray use of function room and other amenities/ no pillars in the middle of the room and spacious for the activities 2. Complimentary use of audio-visual and banquet facilities projector, LCD whitescreen, Rostrum, sound system, with 4 wireless microphones, audio jack, whiteboard marker with eraser, extension cord. 3- Free flowing coffee and tea at the function hall. 4. Free use of WiFi Internet. (high speed internet) 5. Complimentary Welcome Tarpaulin/Backdrop at the funcion Complimentary free access to all hotel Amenities, facilities and outdoor activities with recreational space. atleast 3 stand by attendant. 6. Provision of sanitary kit. 7. with solidarity night activity (Native delicacies, finger food & Drinks 8. Bathrooms with Hot and Cold Showers with enough toiletries. (towel, toothpaste, soap, and shampoo) 9. Hotel to submit DOT accreditation Certificate. Rating Factor 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 Hospita, Police and Fire Station/ Establishment - 5% IV. Functionality and Venue a. Structural Conditione - 10% b. Spacious and Airconditioned Function room and Bedrooms - 10% 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% ***nothing follows*** Approved Budget Cost: Php 56,000.00			
				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: 4th Quarterly Palawan LSWDO Conference for CY 2022.
PR No.: 2022-03-0193 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