



REQUEST FOR QUOTATION

RFQ No. 2022-03-0306 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, 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 April 1, 2022 (Friday)**.

Very truly yours,

HARRY B. CALABIO
 Administrative Officer V
 Procurement Section
 Tel. No: 5336-8106 loc 24051-52

3/25/2022

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 **October 18-21, 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 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.**
- 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 to register"**

CATHERINE CATHY R. VICTORIO
 Procurement Officer
 Tel. No: 5336-8106 loc 24051-52

 Signature Over Printed Name
 (Supplier)



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

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"

RFQ No. 2022-03-0306 NP LOV
 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	40	pax	Board and Lodging			
	32 guaranteed	pax	2022 Regional Integrated Performance Review and Evaluation Workshop (PREW)			
			VENUE: Hotel within REGION I, II, III and CAR			
			PREFERRED VENUE:			
			REGION I - La Union	REGION III - Zambalez		
			REGION II - Cagayan	CAR - Benguet (Baguio)		
			Date: October 18-21,2022			
			Nights: 4 Nights			
			Check-In Date and Time: October 18, 2022 / 12:00 nn			
			Check-Out Date and Time: October 21,2022 /12:00 nn			
			Room Sharing: Air-conditioned Room, TRIPPLE Sharing with Individual Bed per Pax and Free Toiletries (With the IATF and DOT Guidelines for the Minumum Health Standard)			
			MEALS SCHEDULE:			
			Oct. 18, 2022: PM Snack and Dinner			
			Oct. 19-20, 2022 (FULL Meal): Breakfast, AM Snack, Lunch, PM Snack, Dinner			
			Oct. 21, 2022: Breakfast, AM Snack and Lunch			
			Type of Serving:			
			*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)			
			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: 2022 Regional Integrated Performance Review and Evaluation Workshop (PREW)

PR No.: 2022-03-0306 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

Tel: 336-8106 Local 101/Fax No: 8336-8106 Local 24051-52/Email: procurementdswd4bmimar

(Signature over printed name)
 Supplier

VAT
 Non-VAT



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

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 Date: _____ (should be filled by suppliers)

MOP: SVP

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

Item No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications	Unit Cost	Total Cost
			Menu Selection:			
			*Hotel to submit Menu (Minimum of atleast 2 Vlands, Soup, Desserts and Beverages)			
			*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			
			INCLUSIONS:			
			*Structurally sound and safety for occupancy with enough Fire Escapes, Fire Fighting Equipments, CCTV, Elevators and Stairs			
			*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			
			NOTE:			
			Hotel/Restaurants/Resort should not be offering short term lodging associated with motel and shoould not be situated beside or across gambling establishment shops, night clubs, funeral parlors, mortuaries and other similar like			
			page 2 of 2			
			*****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 288,000.00			

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CATHERINE CATHY R. VICTORIO
 Procurement Officer

Tel: 336-8106 Local 101/Fax No: 8336-8106 Local 24051-52/Email: procurementdswd4bmimaropa@gmail.com

(Signature over printed name)
 Supplier

VAT
 Non-VAT