



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

REQUEST FOR QUOTATION

RFQ No. 2022-04-0420 NP LOV  
 Date: April 6, 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 13, 2022 (Wednesday)**.

Very truly yours,

**HARVEY B. CALABIO**  
 Administrative Officer V  
 Procurement Section

Tel. No: 5336-8106 loc 24051-52

**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 May 11-13, 2022
- Place of Delivery: Puerto Galera, Oriental Mindoro.
- 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](http://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. 2022-04-0420 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			<b>Board and Lodging</b>			
			<b>Workshop with Coaching and Mentoring on Risk Management for Community Based Programs and Services</b>			
			Venue: Puerto Galera, Oriental Mindoro			
			Date: May 11-13, 2022			
			Check in: May 11, 2022 / 12:00 NN			
			Check out: May 13, 2022 / 12:00 NN			
			<b>Type of room sharing:</b> Airconditioned room with triple and individual bed sharing. With hot and cold shower, with Free Wi-Fi, telephone, Cable TV, with free toiletries (Towel, toothpaste, soap, & slipper).			
			<b>Type of Food Serving:</b> Managed Buffet Breakfast, Lunch and Dinner. Plated Snacks (AM and PM Snack)			
			Preferred Menus: Hotel to submit menu ( minimum of at least 2 viands, soup and dessert)			
			No repeating meal per menu.			
			Food to be served should have vegetables and fruits and can adjust for Muslim and non pork eaters,...people with allergies			
			<b>Schedule of use of function room:</b>			
			May 11, 2022 - 1:00 PM - 5:00 PM			
			May 12, 2022 - 8:00 AM - 5:00 PM			
			May 13, 2022 - 8:00 AM -12:00 PM			
			<b>Other inclusions:</b>			
			1 Complimentary room for secretariat.			
			Availability of electric outlets and free use of extension cords			
			With free LAN Internet/ WIFI connections and Free use of parking space			
			Facilities must be PWD and Senior Citizen Friendly			
			Must be structurally sound, have fire escapes and firefighting equipments and CCTV			
			Table and chairs are enough for participants and arrangement follows in effect			
			Free use of facilities and amenities (if applicable)			
			Complementary Welcome Tarpaulin for backdrop of the function room			
			Technician on stand-by for assistance.			
			Free hygienic alcohol in the common areas and conference rooms for the whole duration of the event			
			***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."		
			<b>Approved Budget Cost: Php   180,000.00</b>			

**PURPOSE:** Workshop with Coaching and Mentoring on Risk Management for Community Based Programs and Services  
**PR No.:** 2022-04-0420 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