



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

REQUEST FOR QUOTATION

RFQ No. 2022-04-0453 NP LOV
Date: April 8, 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 18, 2022 (Monday)**.

Very truly yours,

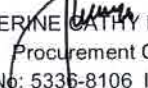

HARVY B. CALABIO

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 September 28-30, 2022
- Place of Delivery: Baguio City // Central Luzon Provinces
- 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)



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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	39	pax	Board and Lodging			
		35 guaranteed pax	DRMD Year-end Performance Review and Evaluation Workshop.			
			Venue: Baguio City // Central Luzon Provinces			
			Date: September 28-30, 2022			
			Check in: Sept.28, 2022 / 2:00 PM			
			Check out: Sept.30, 2022 / 12:00 NN			
			Please note:			
			Payment will be based on per head basis and for the remaining days payment will be based on the guaranteed pax.			
			Meals arrangements:			
			Type of serving : Buffet			
			Break fast : 6:00AM (AM snack : 9:30 AM)			
			Lunch: 12:00 NN (PM snack: 3:30 PM)			
			Dinner: 6:00 PM			
			Provisions:			
			Sept. 28 - PM snack, Dinner			
			Sept. 29 - Breakfast, AM snack, Lunch, PM snack, Dinner			
			Sept. 30 - Breakfast, AM snack, Lunch			
			Overnight Accommodation arrangements:			
			*Triple occupancy (3pax per room (single bad each pax)			
			*Full board meals (no repeating meal per menu)			
			*Air-conditioned room with hot and cold shower			
			* One (1) complimentary room for the secretariat team and one (1) (3 pax per room (single bed each pax))which is excluded to number of rooms for the participants.			
			Function room arrangements:			
			*Complimentary use of function room and other amenities			
			*Function room can accommodate number of pax according to social distancing protocols			
			*No pillars at the center of the conference room			
			*Complimentary use of function room and other amenities			
			*Sound system with 4 wireless microphones and audio jack			
			*Extension cords			
			*2 whiteboard with markers and erasers			
			*Rostrum and 1 Philippine flag with flag pole.			
			*Free use of Laptop and LCD Projector with white screen			
			*Stand-by attendant to assist			
			*Free pads & pencils for the participants			
			*Free flowing coffee,tea & candies			
			*Free Hygiene Kit for every participant (Tissue, Alcohol, Face Shield and Face Mask)			
			*Free wifi internet			
			*Free complimentary Welcome Tarpaulin			
			*To provide an isolation area for those who will manifest Covid light symptoms			
			*Footh Bath			
			*Automatic Alcohol Dispenser with Stand and Thermal Scanner			
			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 156,000.00			

PURPOSE: DRMD Year-end Performance Review and Evaluation Workshop.

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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: procurementdswd4bmimaropa@g

(Signature over printed name)
 Supplier

VAT
 Non-VAT