



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Field Office MiMaRoPa Region
1680 F.T. Benitez corner Malvar Sts., Malate, Manila

REQUEST FOR QUOTATION

RFQ No.: 2022-05-0519 NP-LOV
Date: May 5, 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.

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.

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 not later than 5:00 PM on MAY 12, 2022(THURSDAY)

Very truly yours,
Harvy B. Calabio
Administrative Officer V
Procurement Section

Terms and Conditions:

- 1. Award shall be made on per: [] item basis [x] total quoted price [] lot basis
2. Price Validity shall be valid until: One Hundred Twenty (120) Calendar days
3. Services shall be delivered on: JUNE 16-19, 2022
4. Place of Delivery: Hotel Within PUERTO PRINCESA CITY, PALAWAN
5. Terms of Payment: within 15-30 days upon final inspection and acceptance
6. 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.
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).

Loretta G. Licop
Procurement Officer

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

Signature Over Printed Name
(Supplier)



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Department of Social Welfare and Development

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 2022-05-0519

Date: _____

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

MOP: NP- LOV

Item No.	Qty.	Unit	Bidder's Specifications	Unit Cost	Total Cost
1	40	pax	BOARD AND LODGING (4 DAYS/3NIGHTS)		
37 Guaranteed Pax			CONDUCT OF PROGRAM IMPLEMENTATION REVIEW ON ALTERNATIVE PARENTAL CARE PROGRAM IN PALAWAN		
			VENUE: Hotel Within PUERTO PRINCESA CITY, PALAWAN		
			DATE:		
			JUNE 16-19, 2022		
			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)		
			Check-In Date and Time: JUNE 16, 2022 /12:00 nn		
			Check-Out Date and Time: JUNE 19, 2022 / 2:00 pm		
			MEALS SCHEDULE:		
			JUNE 16, 2022: PM Snack and Dinner		
			JUNE 17-18, 2022: Breakfast, AM Snack, Lunch, PM Snack and Dinner		
			JUNE19, 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)		
			Menu Selection:		
			*Hotel to submit Menu (Minimum of atleast 2 Viands, Soup, Desserts and Beverages		
			*Hotel will submit proposed menu of the day one (1) week before the training schedule	Note: Please specify brand/ model/ origin Please fill up the space for Bidder's Specification	
			*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."	

PURPOSE: BOARD AND LODGING FOR THE CONDUCT OF PROGRAM IMPLEMENTATION REVIEW ON ALTERNATIVE PARENTAL CARE PROGRAM IN PALAWAN

PR No.: 2022-05-0519

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.

LORETTA G. LICOP

Procurement Officer

Telefax: 5336-8106 to 07 loc. 24052

VAT

Non-VAT

(Signature over printed name)

Supplier



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Item	Qty.	Unit	Bidder's Specifications	Unit Cost	Total Cost
			OTHER 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 50 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, 2 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		
			*FREE Tarpaulin or LED Backdrop		
			*FREE Complimentary Room for the Secretariat (which is excluded to be required no. of rooms for participants)		
			*FREE Hygienic Alcohol in the ommon areas and Conference Rooms for the whole duration of the event		
			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		
			*****Nothing Follows*****		
			Rating Factors:		
			Passing Rate = 85%		
			Page 2 of 2		
			Approved Budget for the Contract: Php 240,000.00		
				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."	

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