



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

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

REQUEST FOR QUOTATION

RFQ No. 2022-05-0515 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. 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 10, 2022 (Tuesday).

Very truly yours
HARVY B. CALABIO
Administrative Officer V
Procurement Section
Tel. No: 5336-8106 loc 24051-52

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 Boac, Marinduque
4. Place of Delivery: May 24-27, 2022
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 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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 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	24	pax	Board and Lodging for 3 days			
			22 guaranteed pax			
			Capacity Building on the on the Implementation of Community Based Programs.			
			Venue: Boac, Marinduque			
			Date: May 24-27,2022			
			Check in: May 24, 2022 / 1:00 PM			
			Check out: May 27, 2022 / 12:00 NN			
			Room sharing: Airconditioned room, double/triple sharing with individual bed per pax and free toiletries.			
			With hot and cold shower, Towel, Toothpaste, Soap, & Slipper			
			free WIFI, Telephone, w/ cable TV			
			Type of Food serving:			
			Managed Buffet Breakfast, Lunch, and Dinner			
			Plated snacks			
			Menu Selection: Hotel to submit menu (minimum of atleast 2 viands, soup, and desserts)			
			No repeating meal per menu. Food to be served should have			
			Other Inclusions			
			Free use Air conditioned Conference Room (can accommodate maximum of 24 pax per conference room and free from noise which is detrimental to the event			
			Free flowing coffee/chocolate/tea, drinking water, candies and picka- picka			
			No obstructing pillars in the conference room			
			Availability of electric outlets and free use of extension cords and white boards, big posting board			
			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 equipment and CCTV			
			Table and chairs are enough for participants and arrangement follows safety protocols in effect.			
			Page 1 of 2			
			Approved Budget Cost: Php 144,000.00			
				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: Capacity Building on the on the Implementation of Community Based Programs.

PR No.: 2022-05-0515 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 10 / Fax No: 8336-8106 Local 24051-52/Email: procurementdswd4bmimaropa@gmail.com

(Signature over printed name)
 Supplier

VAT
 Non-VAT

