



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Field Office MiMaRoPa Region

1680 F.T. Benitez corner Malvar Sts., Malate, Manila

REQUEST FOR QUOTATION

RFQ No. 2022-05-0529 NP LOV
Date: May 16, 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, 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) 8336-8106 to 07 loc. 24051-52 or email to: ccrvictorio@dswd.gov.ph not later than 5:00PM on May 23, 2022 (Monday).

Very truly yours,
HARRY 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 June 14-17, 2022
4. Place of Delivery: Hotels within Region II, III, & CAR
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). 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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RFQ No. 2022-05-0529 NP LOV
 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	53	pax	Board and Lodging for 3 days			
			47 guaranteed pax			
			Regional Management Development Conference (RMDC) cum TARA Mid-Year Assessment cum ORD Planning Session for Turn-Over to New Administration			
			Venue: Hotels within Region II, III, & CAR			
			Date: June 14-17, 2022			
			Check in: June 14, 2022			
			Check out: June 17, 2022			
			Meals schedule:			
			June 14: PM snack, Dinner			
			June 15&16: Breakfast, AM snack, Lunch, PM snack, Dinner			
			June 17: Breakfast, AM snack, Lunch			
			Type of serving:			
			Managed Buffet: Breakfast(6:00AM), Lunch(12:00PM)			
			Dinner(6:00PM)			
			Plated snack: AM snack(9:00AM), PM snack(3:00PM)			
			Menu Selection:			
			1. Hotel to submit the menu (Minimum of atleast 2 viands, soup, dessert, beverages)			
			2. Hotel will submit proposed menu one week before the schedule			
			3. No repeating menu/meals			
			Inclusions:			
			1. Free use of conference room for 60 pax.			
			2. Room Sharing with 2-3 occupancy per room and has bed per pax with free toiletries and should follow IATF guidelines and protocols			
			3. Structurally sound and safety for occupancy with enough fire escapes, fire fighting equipment, CCTV, elevators and stairs			
			4. Facilities must be PWD and Senior. Citizen Friendly			
			5. Air-conditioned venue with air humidifiers			
			6. No obstructing pillars in the conference room			
			7. The session hall/conference room is free from noise w/c is detrimental to the event/meeting			
			8. With registration area			
			9. Free use of telephone line, projector w/ screen, speaker podium, sound system w/ 3 microphones, electric outlets, extension cords, whiteboard and whiteboard marker & eraser and other amenities			
			10. Free Wi-Fi access for both guest and function rooms			
			11. Free use of parking space			
			12. Venue must be in new-normal setup with provision of acrylic barriers, alcohol and sanitizers and extra face masks for the participants; 2 meter distancing among the participants			
			13. Venue must have a large monitor TV screen for the conference call and other necessary materials/technology for conference call			
			14. At least one (1) hotel staff/attendant available at any given time during the session to assist the secretariat in logistical concerns			
			15. At least one (1) hotel staff/attendant to act as marshal to remind the hotel health protocols			
			16. Free complimentary room for the Regional Director and the Secretariat			
			17. Provision of complimentary room for the advance party/secretariat team			
			18. Preferably with available hotel mini-bus/vehicle			
			19. Hotel must be DOT Accredited			
			Note: End-user shall inform the Service Provider one to two weeks the exact date prior to the conduct of the activity			
			Nothing follows			
			Approved Budget Cost: Php 318,000.00			
				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."		

Regional Management Development Conference (RMDC) cum TARA Mid-Year Assessment cum ORD Planning Session for Turn-Over

PURPOSE: to New Administration

PR No.: 2022-05-0529 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: procurementdswd4bmimaropa@gmail.com

(Signature over printed name)
 Supplier

VAT
 Non-VAT