

REQUEST FOR QUOTATION

RFQ No. 2022-05-0117 NP-Lease of Venue

Date: May 11, 2022



Sir/Madam:

Please quote your government prices 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, Mayor's Permit, PhilGEPs Certificate, latest Income/Business Tax Return and Omnibus Sworn Statement. The Certificate of Platinum Membership may be 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) 5336-8106 to 07 loc. 24052 or email to: blagarde@dswd.gov.ph not later than 5:00 PM on May 16, 2022 (Monday).

Very truly yours,
 HARVEY B. GALABIO
 Administrative Officer V
 Procurement Section Head

5/11/22

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 on: on scheduled event
- Place of Delivery:
- 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: _____
 Branch: _____
 Bank Name: 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 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. 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"

JAYSON B. LAGARDE

Procurement Officer

Telefax: 5336-8106 to 07 loc. 24052
 Contact Number: 0919-486-1186

Signature Over Printed Name
 (Supplier)



Note: This form shall be used and issued in cases when RFQ is personally delivered to prospective supplier/service provider.

Date / Time of Delivery:

Position:

(Signature Over Printed Name of Canvasser)

RFQ Delivered by:

Email Address:

Contact:

(Signature Over Printed Name of Supplier)

Certified by:

Board and Lodging with meals for the Technical Working Group Session and Checkpoints for Palawan Group 1 and 2 Municipalities

Quotation RFQ No. 2022-05-0117 from DSWD MIMAROPA Region intended for the _____ has received the Request for

I, _____ of _____, hereby certify that

REQUEST FOR QUOTATION RECEIVING FORM





RFQ No. 2022-05-0117
 Date: MOP: Lease of Venue

Company Name
 Company Address
 Contact Person
 Contact No.
 Email Address
 Company TIN
 PHIGEPS Reg. No.

Item No.	Qty.	Unit	Item Description	Bidder's Specifications	Unit Cost	Total Cost
1	55	pax	Board and Lodging for 3 days Meals : AM Snack, Lunch, PM Snack and Dinner Plated : AM and PM Snacks (with cold beverage) Buffet : Lunch (Minimum of 2 viands with soup, dessert/fruits and cold drinks, no repetition of meals) Title of the Activity: Technical Working Group Session and Checkpoints Preferred Venue: Hotels within the vicinity or near the venue of the activity Date of Activity: June 7-10, 2022 Guaranteed Pax: 43 pax Check In Date and Time: June 7, 2022 : 1:00 PM Check Out Date and Time: June 10, 2022: 12:00 NN Room Sharing: Airconditioned Room Triple Sharing with individual bed per pax and free toiletries Meal Schedule: June 7, 2022 : PM Snacks and Dinner June 8, 2022 : Breakfast, AM Snacks, Lunch , PM Snacks and Dinner June 9, 2022 : Breakfast, AM Snacks, Lunch , PM Snacks and Dinner June 10, 2022 : Breakfast, AM Snacks and Lunch Type of Food Serving: Managed Buffet Breakfast, Lunch and Dinner, Plated Snacks Menu Selection: Hotel to submit menu (minimum of at least 2 viands, soup and dessert) No repeating meal per menu Inclusion: 1. Free use of Airconditioned Conference Room (can accommodate more than 20 pax and free from noise which is detrimental to the event 2. No obstructing pillars in the conference room 3. Availability of electric outlets and free use of extension cords 4. With audio system and at least 2 microphones 5. Free use of projector and whiteboards 6. Free use of reliable and uninterrupted wifi-free use of parking space 7. Free flowing coffee and drinking water 8. Food to be served should have vegetables and fruits and can adjust for Muslim and non pork eaters 9. Free use of parking space 10. Facilities must be PWD and Senior Citizen Friendly 11. Must be structurally sound, have fire escapes and firefighting equipments and CCTV ***Page 1 of 2***	"Failure to indicate information could be basis for non-compliance." Please indicate the brand being offered		

PURPOSE:
 Board and Lodging with meals for the Technical Working Group Session and Checkpoints for Palawan Group 1 and 2

Municipalities
 2022-05-0117

JAYSON B. LAGARDE
 Procurement Officer
 Contact Number: 09194861186
 Telefax: 5336-8106 to 07 loc. 24052

(Signature over printed name)
 Supplier

VAT
 Non-VAT

IMPORTANT: The winning bidder MUST SIGN the original copy of Purchase Order (P.O.) at DSWD FO MIMAROPA Region, Procurement Section within three (3) days from the date advance copy was served thru email. 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.



RFQ No. 2022-05-0117
 Date: _____
 MOP: NP-Lease of Venue

Company Name _____
 Company Address _____
 Contact Person _____
 Contact No. _____
 Email Address _____
 Company TIN _____
 PHILGEPS Reg. No. _____

Item No.	Qty.	Unit	Item Description	Bidder's Specifications	Unit Cost	Total Cost
			<p>NOTE: Hotel/Restaurants/Resorts should not be offering short term lodging associated with motel and should not be situated beside or across gambling</p> <p>13. Free use of facilities and amenities (if applicable)</p> <p>12. Free Tarpaulin/Backdrop</p> <p>Rating Factors:</p> <p>I. Availability - 5%</p> <p>II. Location and Site Condition-</p> <p>a. Accessibility - 5%</p> <p>b. Parking Space -5%</p> <p>c. Security -5%</p> <p>III. Neighborhood Data</p> <p>a. Sanitation and Health Condition - 10%</p> <p>b. Near Hospital, Police and Fire Station/Establishments -5%</p> <p>IV. Functionality and Venue</p> <p>a. Structural Condition - 10%</p> <p>b. Spacious and Airconditioned Function Room and Bedrooms - 10%</p> <p>c. Lighting and Ventilation - 5%</p> <p>d. Catering Services (with Halal Menu) - 10%</p> <p>e. Clear Sound System- 5%</p> <p>f. Adequate and safe facilities such elevator, fire exits, escapes and equipments-10%</p> <p>g. Maintenance and Attractiveness-10%</p> <p>h. Amenities and Facilities- 5%</p> <p>Passing Rate = 85%</p> <p>Approved Budget Cost: Php 330,000.00</p> <p>***Nothing Follows***</p> <p>***Page 2 of 2***</p>	<p>"Failure to indicate information could be basis for non-compliance" Please indicate the brand being offered</p>		

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