



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Field Office MiMaRoPa Region

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

REQUEST FOR QUOTATION

RFQ No. 2022-06-0589 NP LOV
Date: June 6, 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 June 13, 2022 (Monday).

Very truly yours,

HARVEY 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 September 28-30, 2022
4. Place of Delivery: NCR
5. 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
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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RFQ No. 2022-06-0588 NP LOV  
 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	38	pax	Board and Lodging for 2 days			
		30 guaranteed pax	TARA Planning Session			
			Venue: NCR			
			Date: September 28-30, 2022			
			Check in: Sept. 28, 2022 / 2:00 PM			
			Check out: Sept. 30, 2022 / 12:00 PM			
			Room sharing: Triple/Twin sharing with individual bed per pax and free toiletries			
			Meal schedule:			
			Sept. 28 - PM snack, Dinner			
			Sept. 29 - Breakfast, AM snack, Lunch, Pm snack, Dinner			
			Sept. 30 - Breakfast, AM snack, Lunch			
			Type of 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			
			Inclusions			
			Free use of Air conditioned Conference Room (can accommodate 30 pax free from noise which is detrimental to the event)			
			Free flowing coffee and drinking water			
			No obstructing pillars in the conference room			
			Availability of electric outlets and free use of extension cords			
			With audio system and at least 2 microphones			
			Free use of projector and whiteboards			
			With free strong WIFI connections			
			***page 1 of 2***			
				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: TARA Planning Session  
 PR No.: 2022-06-0588 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 01/Fax No: 8336-8106 Local 24051-52/Email: [procurementdswd4bmmimaropa@](mailto:procurementdswd4bmmimaropa@)

VAT  
 Non-VAT

(Signature over printed name)  
 Supplier





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Item No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications	Unit Cost	Total Cost
			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			
			Food to be served should have vegetables and fruits and can adjust for Muslim and non pork eaters			
			Free use of facilities and amenities (if applicable)			
			NOTE: Hotel/Restaurants/Resorts should not be offering short term lodging associated with motel and should not be situated beside or across gambling establishment shops, night clubs, funeral parlors, mortuaries and other similar like			
			<b>Rating Factor</b>			
			I. Availability - 5%			
			<b>II. Location and Site Condition</b>			
			a. Accessibility - 5%			
			b. Parking space - 5%			
			c. Security - 5%			
			<b>III. Neighborhood Data</b>			
			a. Sanitation and Health Condition - 10%			
			b. Near Hospita, Police and Fire Station/ Establishment - 5%			
			<b>IV. Functionality and Venue</b>			
			a. Structural Conditione - 10%			
			b. Spacious and Airconditioned Function room and Bedrooms - 10%			
			c. Lighting and Ventilation - 5%			
			d. Catering Service (with Halal Menu) - 10%			
			e. Clear Sound System - 5%			
			f. Adequate and Safe Facilities such Elevator, Fire exits, Escapes, and Equipments - 10%	Note: Please specify brand/ model/ origin Please fill up the space for Bidder's Specification		
			g. Maintenance and Attractiveness - 10%			
			h. Amenities and Facilities - 5%			
			Passing Rate: 85%			
			***page 2 of 2*** ***nothing follows***	"Failure to indicate information could be basis for non-compliance."		
			<b>Approved Budget Cost: Php 152,000.00</b>			

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Procurement Officer

Tel: 336-8106 Local 101/Fax No: 8336-8106 Local 24051-52/Email: [procurementdswd4bmimaropa@](mailto:procurementdswd4bmimaropa@)

VAT  
 Non-VAT

(Signature over printed name)  
Supplier