



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Field Office MiMaRoPa Region
1680 F.T. Benitez corner Malvar Sts., Malate, Manila

REQUEST FOR QUOTATION

RFQ No. 2022-06-0615 NP LOV
Date: June 14, 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 21, 2022 (Tuesday)**.

Very truly yours,

HARVY B. DALABIO
Administrative Officer V
Procurement Section

Tel. No: 5336-8106 loc 24051-52

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 October 16-18, 2022
- Place of Delivery: Boac, Marinduque
- 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**
- 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.
- 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"**

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: 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	15	pax	Board and Lodging for 2 days			
	12 guaranteed	pax	LISTAHANAN 3 Database: Profile of the Poor and Antipoverty Symposium			
			Venue: Boac, Marinduque			
			Date: October 16-18, 2022			
			Check in: October 16, 2022 / 1:00 PM			
			Check out: October 18, 2022 / 12:00 NN			
			Food Provisions: (Plated snacks and Buffet Breakfast, Lunch, Dinner)			
			October 16: PM snack, Dinner			
			October 17: Breakfast, AM snack, Lunch, PM snack, Dinner			
			October 18: Breakfast, AM snack, Lunch			
			Arrangements:			
			Five (5) Single rooms for DSWD Officials			
			Double sharing			
			Function Area / Hall			
			Airconditioned and with space for exhibit and gallery			
			w/ sound system; atleast 4 microphones and 2 projectors			
			Free and stable internet connectivity (WiFi)			
			Free flowing coffee			
			Provision of sanitizer / alcohol			
			Others:			
			Hall can accommodate the number of pax with physical/			
			Social distancing; PWD friendly			
2	60	pax	Catering service for 1 day (Plated snacks, Buffet Lunch)			
	50 guaranteed	pax	Venue: Boac, Marinduque			
			Date: October 17, 2022			
			Time of serving:			
			Snack at 9:00 AM			
			Lunch at 12:00 NN			
			PM snack at 3:00 PM			
3	1	venue	Function Hall (use of 8 hours)			
			Venue: Boac, Marinduque			
			Date: October 17, 2022			
			Others:			
			Hall can accommodate the number of pax with physical/			
			Social distancing; PWD friendly			
			nothing follows			
				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."		
			Approved Budget Cost: Php 100,000.00			

PURPOSE: LISTAHANAN 3 Database: Profile of the Poor and Antipoverty Symposium-Marinduque
 PR No.: 2022-06-0615 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
CATHERINE CATHY R. VICTORIO
 Procurement Officer

(Signature over printed name)
 Supplier

VAT
 Non-VAT