



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Field Office MiMaRoPa Region

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

REQUEST FOR QUOTATION

RFQ No. 2022-06-0664 NP LOV

Date: June 27, 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 July 4, 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 August 2-3, 2022
4. Place of Delivery: Metro Manila
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).

CATHERINE CATHY R. VICTORIO

Procurement Officer

Tel. No: 5336-8106 loc 24051-52

Signature Over Printed Name (Supplier)



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

**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](http://www.philgeps.gov.ph) to register"

RFQ No. 2022-06-0664 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        | 30   | pax  | <b>Board and Lodging for 1 day</b>  |  |           |            |
|          |      |      | 27 guaranteed pax   |  |           |            |
|          |      |      | <b>KALIPI Regional Conference</b>   |  |           |            |
|          |      |      | Venue: Metro Manila   |  |           |            |
|          |      |      | Date: August 2-3, 2022  |  |           |            |
|          |      |      | Check in: August 2, 2022 / 12:00NN  |  |           |            |
|          |      |      | Check out: August 3, 2022 / 12:00NN   |  |           |            |
|          |      |      | <b>Type of room sharing:</b> Airconditioned room with <b>triple sharing</b> with individual beds. With hot and cold shower, with free WiFi, telephone, cable TV, with free toiletries (Towel, Tooth paste, soap, & slipper) |  |           |            |
|          |      |      | <b>Type of food serving:</b> Managed Buffet Breakfast, Lunch, and Dinner.   |  |           |            |
|          |      |      | Plated snacks   |  |           |            |
|          |      |      | <b>Preferred Menus:</b> Hotel to submit menu (minimum of at least 2 viands, soup, and dessert)  |  |           |            |
|          |      |      | No repeating meal per menu.   |  |           |            |
|          |      |      | Food to be served should have vegetables and fruits and can adjust to Muslim and non-pork eaters, people with allergies   |  |           |            |
|          |      |      | <b>Other inclusions:</b>  |  |           |            |
|          |      |      | <b>Function hall schedule: August 3, 2022 (8:00AM - 5:00 PM)</b>  |  |           |            |
|          |      |      | Availability of electric outlets and free use of extensions   |  |           |            |
|          |      |      | With free LAN internet/WiFi connections   |  |           |            |
|          |      |      | Free parking space  |  |           |            |
|          |      |      | Facilities must be PWD and Senior Citizen friendly  |  |           |            |
|          |      |      | Must be structurally sound, have fire escapes and fire fighting equipments and CCTV   |  |           |            |
|          |      |      | Tables and chairs are enough for the participants and arrangements follows safety protocols in effect.  |  |           |            |
|          |      |      | Free use of facilities and amenities  |  |           |            |
|          |      |      | Complementary welcome tarpaulin for backdrop of the function room.  |  |           |            |
|          |      |      | Technician on standby for assistance  |  |           |            |
|          |      |      | Free hygienic alcohol in the common areas and conference room for the whole duration of the event.  |  |           |            |
|          |      |      | ***nothing follows***   |  |           |            |
|          |      |      |   | <b>Note: Please specify brand/ model/ origin Please fill up the space for Bidder's Specification</b> |           |            |
|          |      |      |   | "Failure to indicate information could be basis for non-compliance."                                 |           |            |
|          |      |      | <b>Approved Budget Cost: Php 60,000.00</b>  |  |           |            |

**PURPOSE:** KALIPI Regional Conference

**PR No.:** 2022-06-0664 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 401/Fax No: 8336-8106 Local 24051-52/Email: [procurementdswd41](mailto:procurementdswd41)

(Signature over printed name)  
 Supplier

VAT  
 Non-VAT