



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

REQUEST FOR QUOTATION

RFQ No.: 2022-07-0678 NP-LOV  
Date: July 8, 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, Mayor's 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) 5336-8106 to 07 loc. 24052 or email to: [ccrvictorio@dswd.gov.ph](mailto:ccrvictorio@dswd.gov.ph)** not later than **5:00 PM on JULY 15, 2022 (FRIDAY)**

Very truly yours,

**PACITA NOREEN L. YSUG-VILLAZORDA**

Administrative Officer IV  
Procurement Section

JUL 08 2022

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: SEPTEMBER 14-16, 2022
- Place of Delivery: Hotel Within METRO MANILA
- 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 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](http://www.philgeps.gov.ph) to register"

**LORETTA G. LICOP**  
Procurement Officer

Telefax: 5336-8106 to 07 loc. 24051 to 52

\_\_\_\_\_  
Signature Over Printed Name  
( Supplier)



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RFQ No 2022-05-0544

Date: \_\_\_\_\_

Company Name : \_\_\_\_\_  
 Company Address : \_\_\_\_\_  
 Contact Person : \_\_\_\_\_  
 Contact No. : \_\_\_\_\_  
 Email Address : \_\_\_\_\_  
 Company TIN : \_\_\_\_\_  
 PhilGEPS Reg. No. : \_\_\_\_\_

MOP: NP-LOV

Item No.	Qty.	Unit	Bidder's Specifications	Unit Cost	Total Cost
1	28	pax	<b>BOARD AND LODGING (3 DAYS/2NIGHTS)</b>		
25 Guaranteed Pax			<b>CONDUCT OF RIACAT-VAWC-CP STRATEGIC PLANNING</b>		
			<b>VENUE: Hotel Within METRO MANILA</b>		
			<b>DATE:</b>		
			<b>SEPTEMBER 14-16, 2022</b>		
			<b>Room Sharing: Air-conditioned Room, TRIPLE Sharing with Individual Bed per Pax and Free Toiletries (With the IATF and DOT Guidelines for the Minumum Health Standard)</b>		
			<b>Check-In Date and Time: SEPTEMBER 14, 2022 /1:00 pm</b>		
			<b>Check-Out Date and Time: SEPTEMBER 16, 2022 / 12:00 nn</b>		
			<b>MEALS SCHEDULE:</b>		
			<b>SEPTEMBER 14, 2022: PM Snack and Dinner</b>		
			<b>SEPTEMBER 15, 2022: Breakfast, AM Snack, Lunch, PM Snack and Dinner</b>		
			<b>SEPTEMBER 16, 2022: Breakfast, AM Snack and Lunch</b>		
			<b>Type of Serving:</b>		
			<b>*Managed Buffet for Breakfast (6:00 am), Lunch (12:00 nn) and Dinner (6:00 pm)</b>		
			<b>*Plated Snacks (AM Snack-9:00 am and PM Snack-3:00 pm)</b>		
			<b>Menu Selection:</b>		
			<b>*Hotel to submit Menu (Minimum of atleast 2 Viands, Soup, Desserts and Beverages</b>		
			<b>*Hotel will submit proposed menu of the day one (1) week before the training schedule</b>	<b>Note: Please specify brand/ model/ origin Please fill up the space for Bidder's Specification</b>	
			<b>*No repeating meal per menu</b>		
			<b>*Food to be served should have vegetables and fruits and can adjust for Muslim and non pork eaters</b>	<b>"Failure to indicate information could be basis for non-compliance."</b>	

PURPOSE: BOARD AND LODGING FOR THE CONDUCT OF RIACAT-VAWC-CP STRATEGIC PLANNING ON SEPTEMBER 14-16, 2022

PR No.: 2022-07-0678 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.

**LORETTA G. LICOP**

Procurement Officer

Telefax: 5336-8106 to 07 loc. 24052

(Signature over printed name)

Supplier

VAT

Non-VAT

