



REQUEST FOR QUOTATION

RFQ No. 2022-07-0676 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, 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 July 15, 2022 (Friday)**.

Very truly yours,

PACITA NOREN YSUG-VILLAZORDA

Administrative Officer IV
Procurement Section

Tel. No: 5336-8106 loc 24051-52

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 August 3-5, 2022
- Place of Delivery: National Capital Region
- 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)



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

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RFQ No. 2022-07-0676 NP LOV
 Date: _____ (should be filled by suppliers)

MOP: LOV

Company Name : _____
 Company Address : _____
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 Email Address : _____
 Company TIN : _____
 PhilGEPS Reg. No. : _____

Item No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications	Unit Cost	Total Cost
1	42	pax	Board and Lodging for 2 days			
		38 guaranteed pax	Training on Google Workshop and Reorientation on the Crisis Intervention Monitoring System (CrIMS) for CIS Administrative Staff and technical Staff.			
			Venue: National Capital Region			
			Date: August 3-5, 2022			
			Check in: August 3, 2022 / 2:00 PM			
			Check out: August 5, 2022 / 12:00 NN			
			Room sharing: Airconditioned room, double / triple sharing with individual beds per pax and free toiletries.			
			Meal schedule			
			August 3: PM snack, Dinner			
			August 4- Breakfast, AM snack, Lunch, PM snack, and Dinner			
			August 5- Breakfast, AM snack, Lunch			
			Type & Time of serving: Buffet Meals & Plated Snacks			
			Breakfast - 7:00 AM AM snack - 9:30 AM			
			Lunch - 12:00 NN PM snack - 2:00 PM			
			Dinner - 6:00 PM			
			Menu Selection:			
			Service provider to provide menu meals			
			Breakfast, Lunch, Dinner - Rice, Fresh fruits, water, hot soup, 1 vegetables, 2 viands (meat and fish)			
			AM and PM snack - Pasta/ bread, juice, water, hot soup mirienda			
			INCLUSIONS:			
			Free use of Airconditioned Conference room (can accommodate at least 45 pax and free from noise which is detrimental to the event)			
			Schedule of use of function room-			
			August 3,2022 - 12:00 PM - 5:00 PM			
			August 4,2022 - 8:00 AM - 5:00 PM			
			August 5,2022 - 8:00 AM - 12:00 PM			
			Free flowing coffee			
			No obstructing pillars in the conference room			
			Availability of electric outlets and free use of extension cords			
			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."		

Training on Google Workshop and Reorientation on the Crisis Intervention Monitoring System (CrIMS) for CIS Administrative

PURPOSE: Staff and technical Staff.

PR No.: 2022-07-0676 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 101 Fax No: 8336-8106 Local 24051-52/Email: procurementdswd4bmimaropa@

(Signature over printed name)
 Supplier

VAT
 Non-VAT



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

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Item No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications	Unit Cost	Total Cost	
			with audio system and at least 2 microphones				
			Free use of projector and whiteboards				
			with free strong WiFi connections				
			Free use of parking space				
			Facilities must be PWD and Senior Citizen friendly				
			Must be structurally sound, have fire escapes and firefighting equipments and CCTV				
			Food to be served should have vegetables and fruits and can adjust for Muslim and non pork eaters				
			Free Complimentary Room for the Secretariat				
			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				
			Rating Factor				
			I. Availability - 5%				
			II. Location and Site Condition				
			a. Accessibility - 5%				
			b. Parking space - 5%				
			c. Security - 5%				
			III. Neighborhood Data				
			a. Sanitation and Health Condition - 10%				
			b. Near Hospita, Police and Fire Station/ Establishment - 5%				
			IV. Functionality and Venue				
			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%				
			g. Maintenance and Attractiveness - 10%				
			h. Amenities and Facilities - 5%				
			Passing Rate: 85%				
			page 2 of 2				
			nothing follows				
				Note: Please specify brand/ model/ origin Please fill up the space for Bidder's Specification			
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			Approved Budget Cost: Php 168,000.00				

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 Procurement Officer

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