



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Field Office MiMaRoPa Region
1680 F.T. Benitez corner Malvar Sts., Malate, Manila

Annex A

REQUEST FOR QUOTATION

RFQ No. 2022-07-0677 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,

[Handwritten Signature]

PACITA NOREN YSUG-VILLAZORDA

Administrative Officer IV
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 29-31,2022
4. Place of Delivery: Region III - Subic
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)



**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. 2022-07-0677 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	45	pax	<b>Board and Lodging for 2 days</b>			
		40 guaranteed pax	<b>Orientation-Workshop of Persons with Disability Affairs Officer and Focal Persons on Managing PDAO Office and Implementation of Programs, Services, and Activities.</b>			
			Venue: Region III - Subic			
			Date: August 29-31, 2022			
			Check in: August 29, 2022 / 2:00 PM			
			Check out: August 31, 2022 / 12:00 NN			
			<b>Room sharing:</b> Airconditioned room, double / triple sharing with individual beds per pax and free toiletries.			
			<b>Meal schedule</b>			
			August 29: PM snack, Dinner			
			August 30- Breakfast, AM snack, Lunch, PM snack, and Dinner			
			August 31- Breakfast, AM snack, Lunch			
			<b>Type &amp; Time of serving: Buffet Meals &amp; Plated Snacks</b>			
			Breakfast - 7:00 AM AM snack - 9:30 AM			
			Lunch - 12:00 NN PM snack - 2:00 PM			
			Dinner - 6:00 PM			
			<b>Menu Selection:</b>			
			<b>Service provider to provide menu meals</b>			
			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			
			<b>INCLUSIONS:</b>			
			Free use of Airconditioned Conference room ( can accommodate at least 45 pax and free from noise which is detrimental to the event)			
			<b>Schedule of use of function room-</b>			
			August 29,2022 - 1:00 PM - 5:00 PM			
			August 30,2022 - 8:00 AM - 5:00 PM			
			August 31,2022 - 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."		

**PURPOSE:** Orientation-Workshop of Persons with Disability Affairs Officer and Focal Persons on Managing PDAO Office and Implementation of Programs, Services, and Activities.

**PR No.:** 2022-07-0677 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

VAT  
 Non-VAT  
 (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 to register"

RFQ No. 2022-07-0677 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
			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			
			<b>Rating Factor</b>			
			<b>I. Availability - 5%</b>			
			<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%			
			g. Maintenance and Attractiveness - 10%			
			h. Amenities and Facilities - 5%			
			<b>Passing Rate: 85%</b>			
			***page 2 of 2***			
			***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."		
<b>Approved Budget Cost: Php   180,000.00</b>						

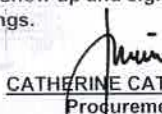
Orientation-Workshop of Persons with Disability Affairs Officer and Focal Persons on Managing PDAO Office and

**PURPOSE:** Implementation of Programs, Services, and Activities.

PR No.: 2022-07-0677 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

VAT  
 Non-VAT  
 (Signature over printed name)  
 Supplier