

**REQUEST FOR QUOTATION**

RFQ No. 2022-07-0738 NP LOV  
Date: July 19, 2022

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

Sir/Madam:

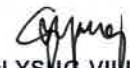
Please quote your government price/s including delivery charges, VAT or **other applicable taxes**, and other incidental expenses for the goods listed in **Annex A**. Failure to indicate information could be basis for non - compliance. Also, furnish us with descriptive brochures, catalogues, literatures 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](mailto:ccrvictorio@dswd.gov.ph)** not later than **5:00PM on July 26, 2022 (Tuesday)**.

Very truly yours,

  
**PACITA NOREN YSUG-VILLAZORDA**

Administrative Officer IV  
Procurement Section

Tel. No: 5336-8106 loc 24051-52

**JUL 19 2022**

**Terms and Conditions:**

1. Award shall be made on per:  item basis  total quoted price  lot basis

2. Price Validity shall be valid until: One Hundred Twenty (120) Calendar days

3. Services shall be delivered September 28-30, 2022

4. Place of Delivery: Occidental Mindoro

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**

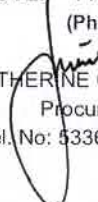
6. Liquidated Damages/Penalty: In case of failure to make full delivery within the time sepcified above, the amount of the liquidated damages shall be at least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay shall be imposed. Once the cumulative 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](http://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 to register"

RFQ No. 2022-07-0738 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	28	pax	Board and Lodging for 2 days			
	23	guaranteed pax	Sustaining Interventions for Poverty Alleviation in Governance (SIPAG) Exit Conference			
			Venue: Occidental Mindoro			
			Date: September 28-30, 2022			
			Check in: September 28, 2022 / 5:00 PM			
			Check out: September 30, 2022 / 5:00 PM			
			<b>Room sharing: TRIPLE SHARING</b>			
			<b>Meal schedule</b>			
			September 28: Dinner			
			September 29- Breakfast, AM snack, Lunch, PM snack, and Dinner			
			September 30- Breakfast, AM snack, Lunch, PM snack			
			<b>Type &amp; Time of serving: Buffet Meals &amp; Plated Snacks</b>			
			Breakfast - 6:00 AM AM snack - 9:00 AM			
			Lunch - 12:00 NN PM snack - 3:00 PM			
			Dinner - 6:00 PM			
			<b>Service provider to provide menu meals</b>			
			Serve fresh juice and nor powdered juice			
			Serve high fiber veggies, less salty & less sweets, fish, less pork & beef, chicken healthy foods and fruits for dessert			
			<b>INCLUSIONS:</b>			
			Free use of Airconditioned Conference room ( can accommodate at least 30 pax and free from noise which is detrimental to the event)			
			<b>Schedule of use of function room-</b>			
			September 28, 2022 - 6:00 PM - 8:00 PM			
			September 29, 2022 - 6:00 AM - 8:00 PM			
			September 30, 2022 - 6:00 AM - PM:00 PM			
			Free access to internet to internet with atleast 20 Mbps speed			
			Board and room accommodations with buffet breakfast			
			Conference room with free-LCD and without wall in the middle			
			Projector with white screen, sound system, meeting pads and pencils, at least provide 3-4 wireless microphones, white board with markers provisions of extension cords			
			Flowing coffee (mix of brewed x and 3 and 1) no-mint candies			
			Complimentary room for secretariat			
			Complimentary tarpaulin (welcome banner 4x5)			
			***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 112,000.00</b>			

PURPOSE: Sustaining Interventions for Poverty Alleviation in Governance (SIPAG) Exit Conference

PR No.: 2022-07-0738 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: procurementdswd41

VAT  
 Non-VAT

(Signature over printed name)  
 Supplier