



REQUEST FOR QUOTATION

RFQ No. 2022-07-0752 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 25, 2022 (Monday)**.

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 August 3-5, 2022
4. Place of Delivery: Marinduque
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

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 Date: \_\_\_\_\_ (should be filled by suppliers)  
 MOP: LOV

Company Name : \_\_\_\_\_  
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 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	26	pax	<b>Board and Lodging for 2 days</b>			
		22 guaranteed pax	<b>2022 Local Social Welfare and Development Office (LSWDO) Conference</b>			
			<b>Venue:</b> Marinduque			
			<b>Date:</b> August 3-5, 2022			
			Check in: August 3, 2022 / 2:00 PM			
			Check out: August 5, 2022 / 12:00 NN			
			Room sharing: <b>2-3 occupancy per room</b> and has bed per pax with free toiletries and should follow IATF guidelines and protocols			
			<b>Meal schedule</b>			
			August 3: PM snack, Dinner			
			August 4- Breakfast, AM snack, Lunch, PM snack, and Dinner			
			August 5- Breakfast, AM snack, Lunch			
			<b>Type &amp; Time of serving: <u>Managed Buffet Meals &amp; Plated Snacks</u></b>			
			Breakfast - 6:00 AM AM snack - 9:00 AM			
			Lunch - 12:00 NN PM snack - 3:00 PM			
			Dinner - 6:00 PM			
			<b>Menu selection:</b>			
			1. Hotel to submit the Menu (minimum of atleast 2 viands, soup, dessert and beverages)			
			2. Hotel will submit proposed menu one week before the before the schedule			
			3. No repeating menu/meals			
			<b>Inclusions:</b>			
			<b>Schedule of use of function room-</b>			
			August 3, 2022 - 12:00 pm to 6:00 pm			
			August 4, 2022 - 7:00 am to 6:00 pm			
			August 5, 2022 - 7:00 am to 12:00 pm			
			Structurally sound and safety for occupancy with enough fire escapes, fire fighting equipments, CCTV, elevators end stairs			
			***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:** 2022 Local Social Welfare and Development Office (LSWDO) Conference

**PR No.:** 2022-07-0752 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: procurementdswd4i

(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
			Facilities must be PWD and Senior Citizen friendly			
			Air conditioned venue with air humidifiers			
			No obstructing pillars in the conference room			
			The session hall/conference room is free from noise w/c is detrimental to the event/ meeting			
			Free use of fine, projector w/ screen, speaker podium, sound system w/ 2 microphones, electric outlets, extension cords, whiteboard and whiteboard marker & eraser and other amenities			
			Free WI-Fi access for both guest and function rooms			
			Venue must have a large monitor TV screen / Projector for the conference call and other necessary materials / technology for conference call			
			At least one (1) hotel staff/attendant available at any given time during the session to assist the secretariat in logistical concerns			
			At least one (1) hotel staff/attendant to act as marshal to remind the hotel health protocols			
			Free complimentary room for the Regional Director and the Secretariat			
			Preferably with available hotel mini bus/vehicle			
			Hotel must be DOT Accredited			
			If the total number of participants exceeds the guaranteed participants, the agency will be billed for the actual number			
			Note: End-user shall inform the Service Provider one to two weeks before the activity.			
			***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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			<b>Approved Budget Cost: Php 104,000.00</b>			

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Procurement Officer

Tel: 336-8106 Local 101/Fax No: 8336-8106 Local 24051-52/Email: [procurementdswd41](mailto:procurementdswd41)

(Signature over printed name)  
 Supplier

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