



REQUEST FOR QUOTATION

RFQ No. 2022-07-0766 NP LOV

Date: July 22, 2022

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

Sir/Madam:

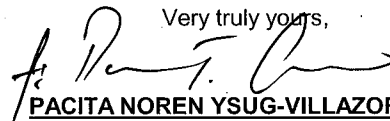
Please quote your government price/s including delivery charges, VAT or **other applicable taxes**, and other incidental expenses for the goods listed in **Annex A**. Failure to indicate information could be basis for non - compliance. Also, furnish us with descriptive brochures, catalogues, literatures 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 29, 2022 (Friday)**.

Very truly yours,

 7/22/2022  
**PACITA NOREN YSUG-VILLAZORDA**

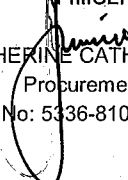
Administrative Officer IV

Procurement Section

Tel. No: 5336-8106 loc 24051-52

**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 November 21-25, 2022
- Place of Delivery: CALABARZON
- 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](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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RFQ No. 2022-07-0766 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        | 20   | pax  | <b>Board and Lodging for 4 days</b>   |   |           |            |
|          |      |      | <b>Supplementary Feeding Program - Year-end Strategic Planning.</b>   |   |           |            |
|          |      |      | Venue: CALABARZON   |   |           |            |
|          |      |      | Date: November 21-25, 2022  |   |           |            |
|          |      |      | Check in: November 21, 2022 / 2:00 PM   |   |           |            |
|          |      |      | Check out: November 25, 2022 / 12:00 NN   |   |           |            |
|          |      |      | Room sharing: TWIN/TRIPLE sharing with individual bed per pax, Airconditioned rooms and free toiletries                             |   |           |            |
|          |      |      | <b>Meal schedule</b>  |   |           |            |
|          |      |      | November 21 - Lunch, PM snack, Dinner   |   |           |            |
|          |      |      | November 22-24 - Breakfast, AM snack, Lunch, PM snack, and Dinner   |   |           |            |
|          |      |      | November 25- Breakfast, AM snack  |   |           |            |
|          |      |      | <b>Type &amp; Time of serving: Buffet Meals &amp; Plated Snacks</b>   |   |           |            |
|          |      |      | <b>Menu Selection:</b> Hotel to submit menu ( Minimum of 2 meat dish, 1 vegetable dish, 1 soup, 1 dessert, rice)                    |   |           |            |
|          |      |      | No repeating of meals per menu  |   |           |            |
|          |      |      | <b>INCLUSIONS:</b>  |   |           |            |
|          |      |      | Free use of Airconditioned Conference room ( can accommodate at least 25 pax and free from noise which is detrimental to the event) |   |           |            |
|          |      |      | <b>Schedule of use of function room-</b>  |   |           |            |
|          |      |      | November 21, 2022 - 12:00 NN - 5:00 PM  |   |           |            |
|          |      |      | November 22-24, 2022 - 8:00 AM - 5:00 PM  |   |           |            |
|          |      |      | November 25, 2022 - 8:00 AM - 12:00 NN  |   |           |            |
|          |      |      | Free flowing coffee and drinking water  |   |           |            |
|          |      |      | No obstructing pillars in the conference room   |   |           |            |
|          |      |      | Availability of electric outlets and free use of extension chords with audio system and at least 3 microphones (wireless)           |   |           |            |
|          |      |      | Free use of projector and screen, and whiteboard (1 projector) with free strong wifi connections                                    |   |           |            |
|          |      |      | ***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: Supplementary Feeding Program - Year-end Strategic Planning.

PR No.: 2022-07-0766 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

Tel: 336-8106 Local 101/Fax No: 8336-8106 Local 24051-52/Email: procurementdswd4l



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

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 PhilGEPS Reg. No. : \_\_\_\_\_

| Item No. | Qty. | Unit | Purchaser's Specifications  | Bidder's Specifications   | Unit Cost | Total Cost |
|----------|------|------|---|---|-----------|------------|
|          |      |      | Free use of parking space for secretariat and participants  |   |           |            |
|          |      |      | Facilities must be PWD and Senior Citizen Friendly  |   |           |            |
|          |      |      | Must be structurally sound, have fire escapes and firefighting  |   |           |            |
|          |      |      | Food to be served should have vegetables and fruits and can adjust for Muslim and non pork eaters   |   |           |            |
|          |      |      | Free complimentary room for the Secretariat / Regional Director (1 room) for the duration of event  |   |           |            |
|          |      |      | Free stage backdrop and welcome tarpaulin   |   |           |            |
|          |      |      | Free use of facilities and amenities (team building facilities, pool, gym, etc.)  |   |           |            |
|          |      |      | 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: 90%</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 160,000.00</b>   |   |           |            |

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