



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.: 2022-08-0800 NP-LOV
Date: August 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 B**. 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, Mayor's 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 B to DSWD - Procurement Unit at 2nd Floor 1680 F.T. Benitez corner Malvar Sts., Malate, Manila or email to: lglicop@dswd.gov.ph not later than 5:00 PM on AUGUST 15, 2022 (MONDAY).

Very truly yours,

PACITA NOREN L. YSUG-VILLAZORDA

Administrative Officer IV
Procurement Section

AUG 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 on: OCTOBER 17-21, 2022
- Place of Delivery: HOTEL WITHIN NCR Area
- 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 specified 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"

LORETTA G. LICOP
Procurement Officer

Telephone No.: 5336-8106 to 07 loc. 24051 to 52

Signature Over Printed Name
(Supplier)



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"

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MOP: NP-LOV

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

Item No.	Qty.	Unit	Bidder's Specifications	Unit Cost	Total Cost
1	40	pax	BOARD AND LODGING (4 Days/3 Nights)		
32	Guaranteed	Pax	CONDUCT OF 2022 REGIONAL INTEGRATED PERFORMANCE REVIEW AND EVALUATION WORKSHOP (PREW)		
			Preferred Venue: HOTEL within NCR Area		
			Date of Activity: OCTOBER 17-21, 2022		
			Room Sharing: Air-conditioned Room, DOUBLE or TRIPLE Sharing with Individual Bed per Pax and Free Toiletries (With the IATF and DOT Guidelines for the Minimum Health Standard)		
			Check-In Date and Time: OCTOBER 17, 2022 / 12:00 nn		
			Check-Out Date and Time: OCTOBER 21, 2022 / 12:00 nn		
			MEALS SCHEDULE:		
			OCTOBER 17, 2022: Lunch, PM Snack and Dinner		
			OCTOBER 18-20, 2022: Breakfast, AM Snack, Lunch, PM Snack and Dinner		
			OCTOBER 21, 2022: Breakfast, AM Snack and Lunch		
			Type of Serving:		
			*Managed Buffet for Breakfast (6:00 am), Lunch (11:30:00 am) and Dinner (6:00 pm)		
			*Plated Snacks (AM Snack-9:00 am and PM Snack-2:30 pm)		
			Menu Selection:		
			*Hotel to submit Menu (Minimum of atleast 2 Vtands, Soup, Desserts and Beverages		
			*Hotel will submit proposed menu of the day one (1) week before the training schedule		
			*No repeating meal per menu		
			*Food to be served should have vegetables and fruits and can adjust for Muslim and non pork eaters.		
			TIME OF USE OF CONFERENCE ROOM/SESSION HALL: 7:00 am - 6:00 pm		
			INCLUSIONS:		
			*Structurally sound and safety for occupancy with enough Fire Escapes, Fire Fighting Equipments, CCTV, Elevators and Stairs		
			*Facilities must be PWD and Senior Citizen Friendly		
			*Air-conditioned Venue with Air Humidifiers		
			*Air-Conditioned Guest Rooms with Cable TV		
			*No Obstructing Pillars in the Conference Room		
			*The Session Hall/Conference Room is free from noise/which is detrimental to the event/meeting		
			*With Registration Area		
			*Free-Use of Fully Air-Conditioned Session Hall/Conference Room, spacious for activities and can accommodate 40 participants or more for physical distancing in compliance with Covid-19		
			*Free use of Telephone Line, Projector with Screen, Sound System with 2-3 Microphones, Electric Outlets, Extension Cords, Whiteboard and Whiteboard Marker and Eraser, and other Amenities		
			*Free Wi-Fi access for both guest and function rooms		
			*FREE Use of Parking Space		
			*Venue must be in new-normal setup with provision of acrylic barriers, alcohol and sanitizers and extra facemasks for the participants, 2-meter distancing among the participants		
			*Venue must have a large Monitor TV Screen for the Conference Call and other necessary materials/technology for Conference Call		
			*Atleast One (1) Hotel Staff/Attendant available at any given time during the session to assist the Secretariat in Logistical concerns and act as marshal to remind the hotel health protocols		
			*Atleast One (1) Hotel Staff/Attendant to act as marshal to remind the hotel health protocol		
			*Provision of Advance Party for the Secretariat Team		
			*FREE COMPLIMENTARY ROOM FOR THE REGIONAL DIRECTOR and the Secretariat		
			*Preferably with available hotel mini-bus/vehicle		
			*Service Provided will be informed by the end-user one (1) to two (2) weeks before the exact date prior to the conduct f activity		
			*The Secretariat will provide the final list of participants in the first (1st) day of activity		
			*IF THE TOTAL NUMBER OF THE PARTICIPANTS EXCEEDS THE GUARANTEED PARTICIPANTS, THE AGENCY WILL BE BILLED FOR THE ACTUAL NUMBER *****NOTHING FOLLOWS*****		
			Rating Facotrs: Passing Rate: 85%		
			Page 1 of 1		
			Approved Budget for the Contract: Php 320,000.00		
			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: BOARD AND LODGING IN THE CONDUCT OF 2022 REGIONAL INTEGRATED PERFORMANCE REVIEW AND EVALUATION WORKSHOP (PREW) ON OCTOBER 17-21, 2022

PR No.: 2022-07-0689 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.

LORETTA G. LICOP

Procurement Officer

Telephone No.: 5336-1106 to 07 loc: 24052

VAT
 Non-VAT

(Signature over printed name)
Supplier