



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

REQUEST FOR QUOTATION

RFQ No. 2022-07-0722 NP SVP
Date: July 29, 2022

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

Sir/Madam:

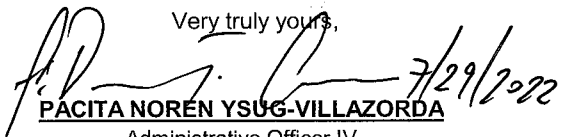
Please quote your government price/s including delivery charges, VAT or **other applicable taxes**, and other incidental expenses for the goods listed in **Annex A**. Failure to indicate information could be basis for non - compliance. Also, furnish us with descriptive brochures, catalogues, literatures 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 August 2, 2022 (Tuesday)**.

Very truly yours,


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 August 15-18, 2022
- Place of Delivery: Occidental Mindoro
- 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 to register"


CATHERINE CATHY R. VICTORIO

Procurement Officer

Tel No: 5336-8106 loc 24051-52

Signature Over Printed Name
(Supplier)



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RFQ No. 2022-07-0722 NP SVP
 Date: _____ (should be filled by suppliers)

MOP: SVP

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	Board and Lodging for 3 days			
	15 guaranteed pax		Training on the Use of Sustaining Intervention for Poverty Alleviation in Governnace (SIPAG) System Offline Version (Face to Face) - Occidental Mindoro			
			Venue: Occidental Mindoro			
			Date: August 15-18, 2022			
			Check in: August 15, 2022 / 2:00 PM			
			Check out: August 18, 2022 / 12:00 NN			
			Room sharing: TRIPLE SHARING			
			Meal schedule			
			August 15: PM snack, Dinner			
			August 16-17- Breakfast, AM snack, Lunch, PM snack, and Dinner			
			August 18- Breakfast, AM snack, Lunch (packed AM snack and Lunch)			
			Type & Time of serving: Buffet Meals & Plated Snacks			
			Breakfast - 6:00 AM AM snack - 9:00 AM			
			Lunch - 12:00 NN PM snack - 3:00 PM			
			Dinner - 6:00 PM			
			Sevice provider to provide menu meals			
			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			
			INCLUSIONS:			
			Free use of Airconditioned Conference room (can accommodate at least 45 pax and free from noise which is detrimental to the event)			
			Schedule of use of function room-			
			August 15, 2022 - 3:00 PM - 8:00 PM			
			August 16-17, 2022 - 6:00 AM - 8:00 PM			
			August 18, 2022 - 6:00 AM - 12:00 NN			
			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."		
			Approved Budget Cost: Php 120,000.00			

Training on the Use of Sustaining Intervention for Poverty Alleviation in Governnace (SIPAG) System Offline

PURPOSE: Version (Face to Face) - Occidental Mindoro

PR No.: 2022-07-0722 NP SVP

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

(Signature over printed name)
Supplier

VAT
 Non-VAT