



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

REQUEST FOR QUOTATION

RFQ No. 2022-07-0738 NP LOV

Date: August 26, 2022

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

Sir/Madam:

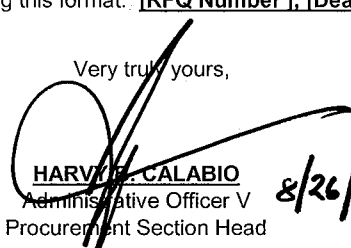
Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in Annex A. Failure to indicate information could be basis for non-compliance. Also, furnish us with descriptive brochures, catalogues, literatures and/or 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, Mayor's Permit, PCAB License, 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 MIMAROPA Region -BAC Secretariat at 2nd Floor 1680 F.T. Benitez corner Malvar Sts., Malate, Manila or email to: ccrvictorio@dswd.gov.ph not later than **5:00 PM on September 2, 2022 (Friday)**. Quotations submitted to different email address(es) as stated above shall not be considered for evaluation. Please indicate in the subject of your email the title of the Project using this format: **[RFQ Number], [Deadline of Submission]**.

Very truly yours,


HARVEY F. CALABIO
Administrative Officer V
Procurement Section Head

8/26/2022

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: September 28-30, 2022
- Place of Delivery: Metro Manila / CALABARZON
- Terms of Payment: within 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 "**


CATHERINE CATHY R. VICTORIO

Procurement Officer
Telefax: 5336-8106 to 07 loc. 24052

Signature Over Printed Name
(Supplier)



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Date: _____ (should be filled up by suppliers)

MOP: NP LOV

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

Item No.	Qty.	Unit	PARTICULARS	Bidder's Specifications (Please fill out the specifications in the space provided)	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: Metro Manila / CALABARZON			
			Date: September 28-30, 2022			
			Check in: September 28, 2022 / 5:00 PM			
			Check out: September 30, 2022 / 5:00 PM			
			Room sharing: TRIPLE SHARING			
			Meal schedule			
			September 28: Dinner			
			September 29- Breakfast, AM snack, Lunch, PM snack, and Dinner			
			September 30- Breakfast, AM snack, Lunch, PM snack			
			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			
			Service 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 30 pax and free from noise which is detrimental to the event)			
			Schedule of use of function room-			
			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 microphories,			
			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			
			TOTAL APPROVED BUDGET FOR THE CONTRACT:			
			One Hundred Twelve Thousand Pesos Only.			
			(Php 112,000.00)			
				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: Sustaining Interventions for Poverty Alleviation in Governance (SIPAG) Exit Conference

PR No.: 2022-07-0738 NP LOV

VAT
 Non-VAT

(Signature over Printed name)
Supplier

IMPORTANT: The winning bidder MUST SIGN the original copy of Purchase Order (P.O.) at DSWD FO MIMAROPA Region, Procurement Section within three (3) days from the date advance copy was served thru email. 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.