



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

REQUEST FOR QUOTATION

RFQ No. 2022-08-0899 NP-LOV

Date: September 2, 2022

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

Sir/Madam:

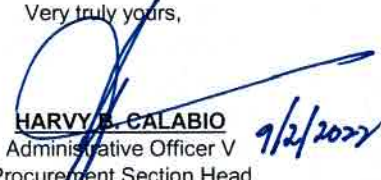
Please quote your government price/s including delivery charges, VAT or **other applicable taxes**, and other incidental expenses for the goods listed in **Annex A**. **Failure to indicate information could be basis for non-compliance**. Also, furnish us with descriptive brochures, catalogues, literatures 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: [lglicop@dswd.gov.ph](mailto:lglicop@dswd.gov.ph) not later than **5:00 PM on September 9, 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 B. CALABIO**  
Administrative Officer V  
Procurement Section Head

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 26-27, 2022**
- Place of Delivery: **HOTEL WITHIN REGION IV-A**
- 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](http://www.philgeps.gov.ph) to register "**

  
**LORETTA G. LICOP**  
Procurement Officer

Telefax: 5336-8106 to 07 loc. 24052

\_\_\_\_\_  
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

RFQ No. 2022-08-0899 NP-LOV

Date: \_\_\_\_\_ (should be filled up by supplier)

MOP: NP- SVP

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	37	PAX	BOARD AND LODGING (3 DAYS/2NIGHT)			
			CONDUCT OF CONSULTATION WITH ENHANCED PARTNERSHIP AGAINST HUNGER AND POVERTY PROGRAM-REGIONAL CONVERGENCE TEAM (EPAHP-RCT) OF MIMAROPA AND PLANNING WORKSHOP			
			VENUE: Hotel within REGION IV-A			
			DATE OF ACTIVITY: SEPTEMBER 26-28, 2022			
			Room Sharing: Air-conditioned Room, TWIN 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: SEPTEMBER 26, 2022 /2:00pm			
			Check-Out Date and Time: SEPTEMBER 28, 2022 / 12:00 nn			
			MEALS SCHEDULE:			
			SEPTEMBER 26, 2022: Lunch, PM Snack and Dinner			
			SEPTEMBER 27, 2022: Breakfast, AM Snack, Lunch, PM Snack and Dinner			
			SEPTEMBER 28, 2022: Breakfast and AM Snack			
			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 Vlands, 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			
			OTHER PROVISIONS:			
			FREE Flowing Coffee			
			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			
			TABLE AND CHAIRS: Classroom Type			
			Free use of Projector w/ Screen, Sound System with 3 Microphones, Electric Outlets, Extension Cords, Whiteboard and Whiteboard Marker and Eraser			
			FREE WI-Fi access for both guest and function rooms			
			FREE Use of Parking Space			
			FREE Tarpaulin or LED Backdrop			
			Facilities must be PWD and Senior Citizen Friendly			
			NOTE:			
			Hotel/Restaurants/Resort 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			
			*****Nothing Follows*****			
			Rating Factors: Passing Rate = 85%			
			TOTAL APPROVED BUDGET FOR THE CONTRACT:			
			One Hundred Forty-Eight Thousand Pesos Only	Note: Please specify brand model/origin .Please fill up the space for Bidder's specification		
			(Php 148,000.00)	"Failure to indicate information could be basis for non-compliance."		

PURPOSE: BOARD AND LODGING IN THE CONDUCT OF CONSULTATION WITH ENHANCED PARTNERSHIP AGAINST HUNGER AND POVERTY PROGRAM-REGIONAL CONVERGENCE TEAM (EPAHP-RCT) OF MIMAROPA AND PLANNING WORKSHOP

PR No.: 2022-08-0899 NP-LOV

*Loretta G. Licop*  
**LORETTA G. LICOP**  
Procurement Officer  
Telefax: 5336-8106 to 07 loc. 24052

\_\_\_\_\_  
(Signature over Printed name)  
Supplier

VAT  
 Non-VAT

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.