



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

REQUEST FOR QUOTATION

RFQ No. 2022-08-0996 NP- LOV

Date: September 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, 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 OCTOBER 4, 2022 (Tuesday).** 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,

  
**HARVY 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: OCTOBER 11-14, 2022
- Place of Delivery: HOTEL/RESORT WITHIN METRO MANILA
- 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)



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RFQ No. 2022-08-0996 NP- LOV

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

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	106	pax	BOARD AND LODGING (4 Days/3 Nights)			
	100 Guaranteed Pax		CONDUCT OF SLP-MIMAROPA YEAR-END PERFORMANCE REVIEW AND EVALUATION WORKSHOP AND STRATEGIC PLANNING			
			Preferred Venue: HOTEL/RESORT within METRO MANILA			
			Date of Activity: OCTOBER 11-14, 2022			
			Room Sharing: Air-conditioned Room, TRIPLE Sharing with Individual Bed per Pax and FREE TOILETRIES (With the IATF and DOT Guidelines for the Minumum Health Standard)			
			Check-In Date and Time: OCTOBER 11, 2022 /2:00pm			
			Check-Out Date and Time: OCTOBER 14, 2022 / 12:00 nn			
			MEALS SCHEDULE:			
			OCTOBER 11, 2022: Lunch, PM Snack and Dinner			
			OCTOBER 12-13, 2022: Breakfast, AM Snack, Lunch, PM Snack and Dinner			
			OCTOBER 14, 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 Viands, 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			
			INCLUSIONS:			
			*Structurally sound and safe for accpancy with enough Fire Escapes, Fire Fighting Equipments, CCTV, Elevators and Stairs			
			*Facilities must be PWD and Senior Citizen Friendly			
			*Air-Conditioned Guest Rooms with Cable TV			
			*Bathroom with Hot and Cold Shower with Complete Povision of Toiletries (Toilet, Shampoo, Soap and Toothbrush)			
			*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 and Free Use of Parking Area			
			*Free-Use of Fully Air-Conditioned Session Hall/Conference Room, spacious for activities and can accommodate 110 participants or more for physical distancing in compliance with Covid-19			
			*Free use of Telephone Line, Projector with Screen, Sound System with 4 Microphones, Electric Outlets, Extension Cords, Whiteboard and Whiteboard Marker and Eraser, and other Amenities			
			*Free Wi-Fi access for both guest and function rooms			
			*Atleast One (1) Hotel Staff/Attendant available at any given time during the session to assist the Secretariat in Logistical concerns			
			*FREE Flowing of Hot Coffee or Chocolate and Drinking Water/Diffused Water			
			*FREE Tarapaulin or LED Backdrop			
			*TABLE AND CHAIRS: Classroom Type			
			*****NOTHING FOLLOWS*****			
			RATING FACTOR: 85% Passing Rate			
			TOTAL APPROVED BUDGET FOR THE CONTRACT:			
			Six Hundred Thirty-Six Thousand Pesos Only (Php 636,000.00)	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 SLP-MIMAROPA YEAR-END PERFORMANCE REVIEW AND EVALUATION WORKSHOP AND STRATEGIC PLANNING  
PR No.: 2022-08-0996 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.