



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

REQUEST FOR QUOTATION

RFQ No. 2022-09-0913 NP-SVP

Date: September 6, 2022

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

Sir/Madam:

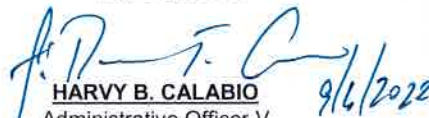
Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in Annex A. Failure to indicate information could be basis for non-compliance. Also, furnish us with descriptive brochures, catalogues, literatures and/or 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 13, 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: November 23-25, 2022
- Place of Delivery: 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-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	210	pax	Board and Lodging for 2 days			
	189	guaranteed pax	Regional Assembly and Employee Appreciation Activity			
			Venue: CALABARZON			
			Date: November 23-25, 2022			
			Check in: November 23, 2022 / 2:00 PM			
			Check out: November 25, 2022 / 12:00 PM			
			Room sharing: 2-3 occupancy per room and has bed per pax with free toiletries			
			Meal schedule			
			Nov 23: PM snack, Dinner			
			Nov 24- Breakfast, AM snack, Lunch, PM snack, and Dinner			
			Nov 25- Breakfast, AM snack, Lunch			
			Type & Time of serving: <u>Managed Buffet Meals & Plated Snacks</u>			
			Breakfast - 6:00 AM	AM snack - 10:00 AM		
			Lunch - 12:00 NN	PM snack - 3:00 PM		
			Dinner - 6:00 PM			
			Menu selection:			
			1. Hotel to submit the Menu (atleast 3 viands, soup, dessert and beverages) Halal / No pork.			
			2. Hotel will submit proposed menu one week before the before the schedule			
			3. No repeating menu/meals			
			4. Food to be served should have vegetables and fruits			
			Inclusions:			
			Schedule of use of function room-			
			November 23, 2022 - 1:00 pm to 7:00 pm			
			November 24, 2022 - 7:30 am to 7:00 pm			
			November 25, 2022 - 7:30 am to 11:00 pm			
			Structurally sound and safety for occupancy with enough fire escapes, fire fighting equipments, CCTV, elevators end stairs			
			Facilities must be PWD and Senior Citizen friendly			
			Air conditioned venue with air humidifiers			
			No obstructing pillars in the conference room			
			The session hall/conference room is free from noise w/c is detrimental to the event/ meeting			
			Free use of fine, projector w/ screen, speaker podium, sound system w/ 2 microphones, electric outlets, extension cords, whiteboard and whiteboard marker & eraser and other amenities			
			page 1 of 2			
			TOTAL APPROVED BUDGET FOR THE CONTRACT: Seven Hundred Fifty-Six Thousand Pesos Only (Php 756,000.00)	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: Regional Assembly and Employee Appreciation Activity

PR No.: 2022-09-0913 NP-SVP

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.



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			Free WI-Fi access for both guest and function rooms			
			Venue must have a large monitor TV screen / Projector for the conference call and other necessary materials / technology for conference call			
			At least one (1) hotel staff/attendant available at any given time during the session to assist			
			At least one (1) hotel staff/attendant to act as marshal to remind the hotel health protocols			
			Free complimentary room for the Regional Director and the Secretariat			
			Preferably with available hotel mini bus/vehicle			
			Hotel must be DOT Accredited and follows the IATF MPHS Protocols			
			If the total number of participants exceeds the guaranteed participants, the agency will be billed for the actual number			
			Note: End -user shall inform the Service Provider one to two weeks before the activity.			
			Rating Factor			
			I. Availability - 15%			
			II. Location and Site Condition			
			a. Accessibility - 5%			
			b. Parking space - 5%			
			c. Security - 5%			
			III. Neighborhood Data			
			a. Sanitation and Health Condition - 20%			
			b. Near Hospita, Police and Fire Station/ Establishment - 5%			
			IV. Functionality and Venue			
			a. Structural Conditione - 10%			
			b. Spacious and Airconditioned Function room and Bedrooms - 10%			
			c. Lighting and Ventilation - 10%			
			f. Adequate and Safe Facilities such Elevator, Fire exits, Escapes, and Equipments - 10%			
			g. Maintenance and Attractiveness - 5%			
			Passing Rate: 85%			
				<i>Note: Please specify brand model/origin .Please fill up the space for Bidder's specification</i>		
			TOTAL APPROVED BUDGET FOR THE CONTRACT:	<i>"Failure to indicate information could be basis for non-compliance."</i>		
			Seven Hundred Fifty-Six Thousand Pesos Only			
			(Php 756,000.00)			

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