



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

REQUEST FOR QUOTATION

RFQ No. 2022-09-0940 NP-LOV

Date: September 15, 2022

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

Sir/Madam:

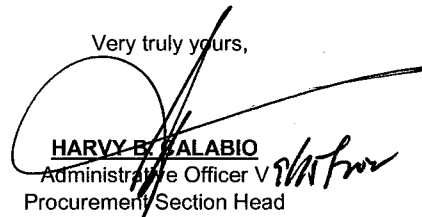
Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in **Annex A**. **Failure to indicate information could be basis for non-compliance**. Also, furnish us with descriptive brochures, catalogues, literatures 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 Septemebr 22, 2022 (Thursday)**. 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. GALABIO
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 4- 7, 2022
- Place of Delivery: Puerto Princesa City, Palawan
- 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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RFQ No. 2022-09-0940 NP-LOV

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	12	pax	Board and Lodging for 3 days			
	11 guaranteed pax		CRJIP Five-year Strategic Planning			
			Venue: Puerto Princesa City, Palawan			
			Date: October 4-7, 2022			
			Check in: October 4, 2022 / 12:00 NN			
			Check out: October 7, 2022 / 11:00 AM			
			Room sharing: Triple sharing (3 single bed in a room with free WiFi access, airconditioned, with TV, towel, dental kit, shampoo, soap, tissue, hot and cold shower)			
			Meal schedule			
			Oct. 4: Lunch, PM snack, Dinner			
			Oct. 5-6: Breakfast, AM snack, Lunch, PM snack, and Dinner			
			Oct. 7: Breakfast, AM snack			
			Type & Time of serving: Managed 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			
			Menu selection:			
			1. Hotel to submit the Menu (minimum of atleast 2 viands, soup, dessert and beverages)			
			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 and can adjust for Muslim and non pork eaters			
			Inclusions:			
			Schedule of use of function room-			
			October 4, 2022 - 12:00 pm to 5:00 pm			
			October 5-6, 2022 - 8:00 am to 5:00 pm			
			October 7, 2022 - 8:00 am to 12:00 pm			
			page 1 of 2			
				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: CRJIP Five-year Strategic Planning

PR No.: 2022-09-0940 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.



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			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			
			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 WI-Fi access for both guest and function rooms			
			At least one (1) hotel staff/attendant available at any given time during the session to assist the secretariat in t logistical concerns			
			Hotel must be DOT Accredited			
			Note: End -user shall inform the Service Provider one to two weeks before the activity.			
			Note: The activity is joined by other RJJWCs from Luzon Cluster, Region CAR, Region II, Region III, and Region IV-A. This is JJWC's Luzon Cluster activity, but the end user are the mentioned regions. Payments shall be done by respective RJJWCs/ Regions.			
			page 2 of 2			
			nothing follows			
			TOTAL APPROVED BUDGET FOR THE CONTRACT: Seventy-Two Thousand Pesos Only (Php 72,000.00)	Note: Please specify brand model/origin .Please fill up the space for Bidder's specification		
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