



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

REQUEST FOR QUOTATION

RFQ No. 2022-08-0898 NP- LOV

Date: August 31, 2022

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

Sir/Madam:

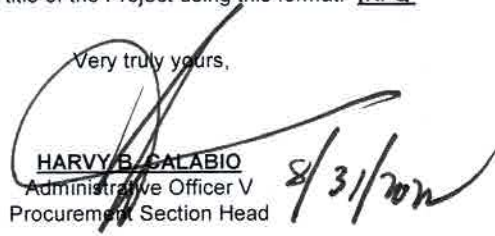
Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in Annex A. Failure to indicate information could be basis for non-compliance. Also, furnish us with descriptive brochures, catalogues, literatures and/or 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: [ejcnolasco@dswd.gov.ph](mailto:ejcnolasco@dswd.gov.ph) not later than **5:00 PM on September 7, 2022 (Wednesday)**. 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: September 21-23, 2022
- Place of Delivery: 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 "

  
**EMMA JOY C. NOLASCO**  
Procurement Officer

Telefax: 5336-8106 to 07 loc. 24051-52  
Contact Number: 0999-4602492

\_\_\_\_\_  
Signature Over Printed Name  
( Supplier)



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RFQ 2022-08-0898 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	52	pax	BOARD AND LODGING FOR 3 DAYS AND 2 NIGHTS			
	50 guaranteed	pax	CONDUCT OF FOCUS GROUP DISCUSSION WITH MUNICIPAL ROVING BOOKKEEPERS ON TRANSACTION ACCOUNTS AND RECOVERY OF PAYMENTS			
			Preferred Venue: Metro Manila			
			Date of Activity: September 21-23, 2022			
			No. of Nights: 2 nights			
			Check In Date and Time: September 21, 2022, 12nn Wednesday			
			Check Out Date and Time: September 23, 2022, 12nn Friday			
			Room Sharing: Airconditioned Room, Triple Sharing with Individual bed per pax and complete toiletries (may be subjected to LGUs existing guidelines on COVID 19 Health and Safety Protocols)			
			<b>MEAL SCHEDULE:</b>			
			September 21, 2022: Lunch, PM Snack and Dinner			
			September 22, 2022: Breakfast, Am Snack, Lunch, Pm Snack and Dinner			
			September 23, 2022: Breakfast, Am Snack			
			<b>TYPE OF FOOD SERVING:</b>			
			Managed Buffet Breakfast, Lunch and Dinner			
			Plated Snacks			
			Menu Selection: Attached is the preferred menu for the training			
			No repeating meal per menu			
			<b>INCLUSION:</b>			
			*Free use of Airconditioned Conference Room (can accommodate 52 pad and free from noise which is detrimental to the event)			
			*Free flowing coffee, drinking water, tea, choco and candies			
			*No obstructing pillars in the conference room			
			*Availability of electric outlets and free use of extension cords			
			*With audio system and at least 5 microphones			
			*Free use of projector and whiteboards			
			*With free strong wifi connections			
			*Free use of parking space			
			*Facilities must be PWD and Senior Citizen Friendly			
			*Must be structurally sound, have fire escapes and firefighting equipments and CCTV			
			*Food to be served should have vegetables and fruits and can adjust for Muslim and non pork eaters			
			*Free One (1) complimentary Room for the Secretariat (Septemehr 21, 2022 @ 9:00am)			
			*Free use of facilities and amenities (if applicable)			
			*Note: Hotel/Restaurant/Resorts 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*****			
			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: CONDUCT OF FOCUS GROUP DISCUSSION WITH MUNICIPAL ROVING BOOKKEEPERS ON TRANSACTION ACCOUNTS AND RECOVERY OF PAYMENTS  
PR No.: 2022-08-0898

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.

