



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

REQUEST FOR QUOTATION

RFQ No. 2022-10-1105 NP- LOV

Date: October 11, 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 not later than **5:00 PM on OCTOBER 18, 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,


HARVEY B. CALABIO 10/11/2022
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: DECEMBER 5-7, 2022
- Place of Delivery: HOTEL WITHIN PASIG CITY
- 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 "**


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

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Date: _____ (should be filled up by supplier)

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

MOP: NP- LOV

Item No.	Qty.	Unit	PARTICULARS	Bidder's Specifications (Please fill out the specifications in the space provided)	Unit Cost	Total Cost
1	42	pax	BOARD AND LODGING (3 Days/2 Nights)			
		39 Guaranteed Pax	CONDUCT OF JOINT STRATEGIC PLANNING WORKSHOP OF REGIONAL COMMITTEE ON DISABILITY AFFAIRS AND REGIONAL FEDERATION OF PERSONS WITH DISABILITY AND PARENTS/GURDIAN OF PERSONS WITH DISABILITIES IN MIMAROPA REGION			
			Preferred Venue: HOTEL within PASIG CITY			
			Date of Activity: DECEMBER 5-7, 2022			
			Room Sharing: Air-conditioned Room, TRIPLE Sharing with Individual Bed per Pax; HOT and COLD Shower; and FREE TOILETRIES (With the IATF and DOT Guidelines for the Minumum Health Standard)			
			Check-In Date and Time: DECEMBER 5, 2022 /2:00pm			
			Check-Out Date and Time: DECEMBER 7, 2022 / 12:00 nn			
			MEALS SCHEDULE:			
			DECEMBER 5, 2022: Lunch, PM Snack and Dinner			
			DECEMBER 6, 2022: Breakfast, AM Snack, Lunch, PM Snack and Dinner			
			DECEMBER 7, 2022: Breakfast and AM Snack			
			Type of Serving:			
			*Managed Buffet for Breakfast (7:00 am), Lunch (11:30:00 am) and Dinner (6:00 pm) : Rice, Fresh Fruits, Water, Fresh Juice, Hot Soup, 1 Vegetable, 2 Viands Fish and Meat			
			*Plated Snacks (AM Snack-9:30 am and PM Snack-2:00 pm) : Pasta/Bread, Fresh Juice, Water, Hot Soup Merienda)			
			Menu Selection:			
			*Hotel to submit Menu (Minimum of atleast 2 Viands, Soup, Desserts and			
			*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:			
			*FREE USE OF FUNCTION ROOMS: Dec. 5, 2022: 2:00 pm to 5:00 pm / Dec. 6, 2022: 8:00 am to 5:00 pm / Dec. 7, 2022: 8:00 am to 12:00 nn			
			*Structurally sound and safe for accupancy 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			
			*No Obstructing Pillars in the Conference Room			
			*The Session Hall/Conference Room is free from noise/which is detrimental to the event/meeting			
			*Free-Use of Fully Air-Conditioned Session Hall/Conference Room, spacious for activities and can accommodate 45 participants or more for physical distancing in compliance with Covid-19			
			*Free use of Telephone Line, Projector with Screen, Sound System with 2 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 Complimentary Room for the Secretariat that are excluded to the number of rooms for the participants			
			*FREE use of facilities and amenities (if applicable)			
			*****NOTHING FOLLOWS*****			
			RATING FACTOR: 85% Passing-Rate			
			TOTAL APPROVED BUDGET FOR THE CONTRACT:			
			One Hundred Sixty-Eight Thousand Pesos Only (Php 168,000.00)	Note: Please specify brand model/origin .Please fill up the space for Bidder's specification "Failure to indicate information could be basis for non-		

PURPOSE: BOARD AND LODGING IN THE CONDUCT OF JOINT STRATEGIC PLANNING WORKSHOP OF REGIONAL COMMITTEE ON DISABILITY AFFAIRS AND REGIONAL FEDERATION OF PERSONS WITH DISABILITY AND PARENTS/GURDIAN OF PERSONS WITH DISABILITIES IN MIMAROPA REGION

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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.