



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

REQUEST FOR QUOTATION

RFQ No. 2022-09-0183 NP - LOV  
Date: October 18, 2022

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

Sir/Madam:

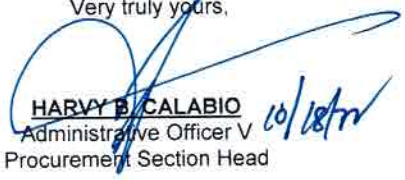
Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in Annex A. Failure to indicate information could be basis for non-compliance. Also, furnish us with descriptive brochures, catalogues, literatures and/or 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, PCABL 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: jcgaga-a@dswd.gov.ph not later than **5:00 PM on October 25, 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**  
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 21-23, 2022
- Place of Delivery: within Calapan City, Oriental Mindoro
- Terms of Payment: \_\_\_\_\_  
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 Sys (PhilGEPS). You may visit the PhilGEPS website at [www.philgeps.gov.ph](http://www.philgeps.gov.ph) to register "

  
**JERICHO C. GAGA-A**  
Procurement Officer

Telefax: 5336-8106 to 07 loc. 24052  
Contact Number: 09652364341

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



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RFQ 2022-09-0183

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

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

MOP: NP- SVP

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 with meals for 2 days			
			Meals : AM Snack, Lunch, PM Snack and Dinner			
			Plated : AM and PM Snacks (with cold beverage)			
			Buffet : Lunch (Minimum of 3 viands with soup, dessert/fruits and cold drinks, no repetition of meals)			
			Title of the Activity: Mindoro Sustainability Planning cum Program Evaluation Workshop			
			Preferred Venue: Within Calapan City, Oriental Mindoro			
			Date of Activity: November 21-23, 2022			
			Guaranteed Pax: 42 pax			
			Check In Date and Time: November 21, 2022 ; 1:00 PM			
			Check Out Date and Time: November 23, 2022 : 12:00 NN			
			Airconditioned Room double or triple Sharing with individual bed per pax and free toiletries			
			Meal Schedule:			
			November 21, 2022 : PM Snacks and Dinner			
			November 22, 2022 : Breakfast, AM Snacks, Lunch , PM Snacks and Dinner			
			November 23, 2022 : Breakfast, AM Snacks and Lunch			
			Type of Food Serving:			
			Managed Buffet Breakfast, Lunch and Dinner, Plated Snacks			
			Menu Selection: Hotel to submit menu ( minimum of at least 2 viands, soup and dessert)			
			No repeating meal per menu			
			Inclusion:			
			1. One (1) night complimentary superior room to be used by the organizers			
			2. Free use of Airconditioned Conference Room ( can accommodate more than 52 pax and free from noise which is detrimental to the event			
			3. No obstructing pillars in the conference room			
			4. Availability of electric outlets and free use of extension cords			
			6. With audio system and at least 2 microphones			
			7. Free use of projector and whiteboards			
			8. Free use of reliable and uninterruptible wifiFree use of parking space			
			9. Free flowing coffee and drinking water			
			10. Food to be served should have vegetables and fruits and can adjust for Muslim and non pork eaters			
			11. Free use of parking space			
			12. Facilities must be PWD and Senior Citizen Friendly			
			13. Must be structurally sound, have fire escapes and firefighting equipments and CCTV			
			14. Free Tarpaulin/Backdrop			
			15. Free use of facilities and amenities (if applicable)			
			NOTE: Hotel/Restaurants/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***			
			Approved Budget for the Contract			
			One Hundred Eighty-Seven Thousand Two Hundred Pesos only			
			Php 187,200.00			
				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 with meals for the Mindoro Sustainability Planning cum Program Evaluation Workshop

PR No.: 2022-09-0183

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.



**REQUEST FOR QUOTATION RECEIVING FORM**

I Hereby certify that I \_\_\_\_\_, of

\_\_\_\_\_ has received the **Request for**

**Quotation RFQ No. 2022-09-0183** from DSWD MIMAROPA Region intended for the

**Board and Lodging with meals for the Mindoro Sustainability Planning cum Program Evaluation Workshop**

**Certified by:**

\_\_\_\_\_  
(Signature Over Printed Name of Supplier)  
Contact: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**RFQ Delivered by:**

\_\_\_\_\_  
(Signature Over Printed Name of Canvasser)  
Position: \_\_\_\_\_  
Date / Time of Delivery: \_\_\_\_\_

Note: This form shall be used and issued in cases when RFQ is personally delivered to prospective supplier/service provider.