



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

REQUEST FOR QUOTATION

RFQ No. 2022-10-1187 NP- LOV  
Date: October 27, 2022

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

Sir/Madam:

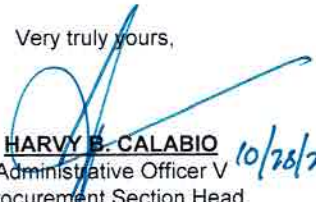
Please quote your government price/s including delivery charges, VAT or **other applicable taxes**, and other incidental expenses for the goods listed in **Annex A. Failure to indicate information could be basis for non-compliance.** Also, furnish us with descriptive brochures, catalogues, literatures 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](mailto:lglicop@dswd.gov.ph) not later than **5:00 PM on NOVEMBER 4, 2022 (FRIDAY).** Quotations submitted to the 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

10/28/22

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: HOTEL WITHIN METRO MANILA (Preferably in Mandaluyong, Makati and Pasay)
- 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 "**

  
**LORETTA G. LICOP**  
Procurement Officer

Telefax: 5336-8106 to 07 loc. 24052

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





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RFQ No. 2022-10-1187 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	30	pax	BOARD AND LODGING (3 Days/2 Nights)			
	25 Guaranteed Pax		CONDUCT OF THE EPAHP-RPMO REGIONAL CONVERGENCE TEAM YEAR-END PROGRAM REVIEW AND EVALUATION WORKSHOP			
			Preferred Venue: HOTEL WITHIN METRO MANILA (Preferably in Mandaluyong, Makati and Pasay)			
			Date of Activity: NOVEMBER 23-25, 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: NOVEMBER 23, 2022 /12:00 nn			
			Check-Out Date and Time: NOVEMBER 25, 2022 / 12:00 nn			
			<b>MEALS SCHEDULE:</b>			
			NOVEMBER 23, 2022: Lunch, PM Snack, and Dinner			
			NOVEMBER 24, 2022: Breakfast, AM Snack, Lunch, PM Snack, and Dinner			
			NOVEMBER 25, 2022: Breakfast and AM Snack			
			Type of Serving:			
			*Managed Buffet for Breakfast (6:00 am), Lunch (11:30:00 am), and Dinner (6:00 pm): Rice, Fresh Fruits, 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, Hot Soup Merienda)			
			<b>Menu Selection:</b>			
			*Hotel to submit Menu (Minimum of atleast 2 Viands, Soup, Desserts and Beverages			
			*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			
			<b>INCLUSIONS:</b>			
			*FREE One (1) Complimentary Room for the VIP Guest			
			*Structurally sound and safe for occupancy 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 30 participants or more			
			*Free use of Telephone Line, Projector with Screen, Sound System with 3 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/Infused Water			
			*FREE Use of Parking Space			
			*TABLE AND CHAIRS: CLASSROOM Type with Table Cloth			
			*FREE TARPAULIN or LED Backdrop			
			*****NOTHING FOLLOWS*****			
			RATING FACTOR: 85% Passing Rate			
			<b>TOTAL APPROVED BUDGET FOR THE CONTRACT:</b>	Note: Please specify brand model/origin .Please fill up the space for Bidder's specification		
			One Hundred Twenty Thousand Pesos Only (Php 120,000.00)	"Failure to indicate information could be basis for non-compliance."		

PURPOSE: BOARD AND LODGING IN THE CONDUCT OF THE EPAHP-RPMO REGIONAL CONVERGENCE TEAM YEAR-END PROGRAM REVIEW AND EVALUATION WORKSHOP  
PR No.: 2022-10-1187 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.