



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

REQUEST FOR QUOTATION

RFQ No. 2022-10-1185 NP-LOV
Date: October 28, 2022

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

Sir/Madam:

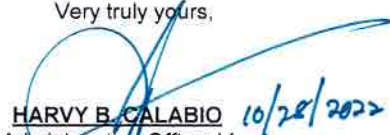
Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in Annex A. Failure to indicate information could be basis for non-compliance. Also, furnish us with descriptive brochures, catalogues, literatures and/or 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 November 4, 2022 (Friday)**. 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. CALABIO 10/28/2022
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: November 22-25, 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 Syst (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. 2022-10-1185 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	51	pax	Board and Lodging for 3 days			
			45 guaranteed pax			
			Consultation Dialogue with Field Office on the Implementation of Older Persons Program			
			Venue: Puerto Princesa City, Palawan			
			Date: November 22-25, 2022			
			Check in: November 22, 2022 / 12:00 PM			
			Check out: November 25, 2022 / 12:00 PM			
			Room sharing: Triple occupancy per room and individual bed per pax with free toiletries and should follow IATF guidelines and protocols			
			Meal schedule			
			Nov 22: Lunch, PM snack, Dinner			
			Nov 23-24- Breakfast, AM snack, Lunch, PM snack, Dinner			
			Nov 25- Breakfast, AM snack			
			Type of serving: <u>Managed Buffet Breakfast, Lunch, Dinner / Plated snacks</u>			
			Menu Selection: Hotel to submit menu (minimum of three (3) viands, soup, dessert)			
			No repeating meal per menu			
			Inclusions:			
			Free use of Airconditioned Conference Room (can accommodate more than 40 pax and free from noise which is detrimental to the event)			
			Free flowing coffee and drinking water			
			No obstructing pillars in the conference room			
			Availability of electric outlets and free use of extension cords			
			Audio system with atleast 2 wireless microphones			
			Free use of projector and whiteboard			
			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 Muslims and non-pork eaters			
			Free tarpaulin/backdrop			
			Free use of amenities and facilities (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			
			TOTAL APPROVED BUDGET FOR THE CONTRACT:	Note: Please specify brand model/origin .Please fill up the space for Bidder's specification		
			Three Hundred Six Thousand Pesos Only (Php 306,000.00)			
				"Failure to indicate information could be basis for non-compliance."		

PURPOSE: Consultation Dialogue with Field Office on the Implementation of Older Persons Program
PR No.: 2022-10-1185 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.