



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

REQUEST FOR QUOTATION

RFQ No. 2023-01-0009

Date: December 15, 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 (if applicable), PhilGEPS Certificate, latest Income/Business Tax Return and a notarized or unnotarized Omnibus Sworn Statement in accordance with the attached format marked as Annex B. If awarded, please submit immediately the duly notarized Omnibus Sworn Statement (if previously submitted is unnotarized). 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: procurement.fomimaropa@dswd.gov.ph not later than **5:00 PM on December 22, 2022 (Thursday)**. 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,


HARVEY B. CALABIO
Administrative Officer V
Procurement Section Head

12/15/22

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: January 17-20, 2023
- Place of Delivery: within 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 System (PhilGEPS). You may visit the PhilGEPS website at www.philgeps.gov.ph to register "

Procurement Officer

Telefax: 5336-8106 to 07 loc. 24052
Contact Number: 09984746898

Signature Over Printed Name
(Supplier)



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RFQ 2023-01-0009

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) NOTE: Supplier must state here either the statement of compliance either "COMPLY" or "NOT COMPLY". Failure to indicate information could be basis for non-compliance.	Unit Cost	Total Cost
1	45	pax	Board and Lodging for 3 days			
			Title of the Activity: Annual Conduct of Reconciliation of Funds for CY 2022 and other Financial Management Concerns			
			Preferred Venue: Hotels within Palawan			
			Date of Activity: January 17-20, 2023			
			No. of Pax: 45 pax			
			No. of Nights : 3 nights			
			Check In Date and Time: January 17, 2023 ; 2PM Tuesday			
			Check Out Date and Time: January 20, 2023: 12: 00 NN Friday			
			Room Sharing: Airconditioned Room Triple Sharing with individual/separate bed per pax and free toiletries			
			Meal Schedule:			
			January 17, 2022 : Lunch ,PM Snacks and Dinner			
			January 18, 2022 : Breakfast, AM Snacks, Lunch , PM Snacks and Dinner			
			January 19, 2022: Breakfast, AM, Snacks, Lunch, PM Snacks and Dinner			
			January 20, 2022: Breakfast, AM Snacks,			
			Type of Food Serving:			
			Managed Buffet Breakfast, Lunch and Dinner			
			Plated Snacks			
			Menu Selection: Hotel to submit menu (at least 3 viands (vegetables and 2 main course, soup and dessert)			
			No repeating meal per menu			
			Inclusion:			
			Free use of Airconditioned Conference Room (can accommodate more than 50 pax and free from noise which is detrimental to the event			
			Compliance of function room to a health and safety protocols of social distancing			
			Free flowing coffee, tea and drinking water			
			PAGE 1 OF 2	Note: Please specify brand model/origin .		

PURPOSE: National Annual Reconciliation of Funds and Reports for CY 2022 and other Financial Management Concerns

PR No.: 2023-01-0009

(Signature over Printed name)
Supplier

☐ VAT
☐ Non-VAT

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.**



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			No obstructing pillars in the conference room			
			Availability of electric outlets and free use of extension cords			
			With audio system and at least 4 microphones			
			Free use of LCD 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 <u>can adjust for Muslim and non pork eaters</u>			
			<u>One Complimentary Room for the Secretarial (excluded to the number of rooms to be provided)</u>			
			Must provide hygienic kit (facemask and alcohol)			
			Free Tarpaulin/Backdrop			
			Free use of facilities and amenities (if applicable)			
			<i>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</i>			
			Page 2 of 2			
			APPROVED BUDGET FOR THE CONTRACT : <u>Php 351,000.00</u> (Three Hundred Fifty One Thousand Pesos Only) ✓			
				Note: Please specify brand model/origin .		

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