



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

REQUEST FOR QUOTATION

RFQ No. **2023-01-0021** NP-LOV

Date: **December 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 (if applicable), PhilGEPS Certificate, latest Income/Business Tax Return and a notarized or unnoritized 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 unnoritized.) 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 January 3, 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

12/27/2022

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: **October 17-20, 2023**
- Place of Delivery: **NCR / CALABARZON**
- 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 "

CATHERINE CATHY R. VICTORIO
Procurement Officer

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

Signature Over Printed Name
(Supplier)



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RFQ No. 2023-01-0021

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	40	pax	Board and Lodging for 3 days			
	32 guaranteed pax		2023 Regional Integrated Performance Review and Evaluation Workshop (IPREW)			
			Venue: NCR / CALABARZON			
			Date: October 17-20, 2022			
			Check in: October 17, 2022 / 12:00 NN			
			Check out: October 20, 2022 / 12:00 NN			
			Meals schedule:			
			Oct. 17: Lunch, PM snack, Dinner			
			Oct. 18-19: Breakfast, AM snack, Lunch, PM snack, Dinner			
			Oct. 20: Breakfast, AM snack			
			Type of serving:			
			Managed Buffet: Breakfast(6:00AM), Lunch(12:00PM)			
			Dinner(6:00PM)			
			Plated snack: AM snack(9:00AM), PM snack(3:00PM)			
			Menu Selection:			
			1. Hotel to submit the menu (Minimum of atleast 2 viands, soup, dessert, beverages)			
			2. Hotel will submit proposed menu one week before the schedule			
			3. No repeating menu/meals			
			Inclusions:			
			1. Room occupancy should allow IATF guidelines and protocols			
			2. Structurally sound and safety for occupancy with enough fire escapes, fire fighting equipment, CCTV, elevators and stairs			
			3. Facilities must be PWD and Senior. Citizen Friendly			
			4. Air-conditioned venue with air humidifiers			
			5. No obstructing pillars in the conference room			
			6. The session hall/conference room is free from noise w/c is detrimental to the event/meeting			
			7. With registration area			
			8. Free use of telephone line, projector w/ screen, speaker podium, sound system w/ 3 microphones, electric outlets, extension cords, whiteboard and whiteboard marker & eraser and other amenities.			
			9. Free Wi-Fi access for both guest and function rooms			
			10. Free use of parking space			
			11. Venue must be in new-normal setup with provision of acrylic barriers, alcohol and sanitizers and extra face masks for the participants; 2 meter distancing among the participants			
			12. Venue must have a large monitor TV screen for the conference call and other necessary materials/technology for conference call			
			13. At least one (1) hotel staff/attendant available at any given time during the session to assist the secretariat in logistical concerns			
			14. At least one (1) hotel staff/attendant to act as marshal to remind the hotel health protocols			
			15. Free complimentary room for the Regional Director and the Secretariat			
			16. Provision of complimentary room for the advance party/secretariat team			
			17. Preferably with available hotel mini-bus/vehicle			
			Notes:			
			End-user shall inform the Service Provider one to two weeks the exact date of the activity			
			The Secretariat will provide the final list of participants in the first day of the activity			
			If the total no. of participants exceeds the guaranteed participants, the agency will be billed for the actual no.			
			nothing follows			
			TOTAL APPROVED BUDGET FOR THE CONTRACT.			
			Two Hundred Sixty-Four Thousand Pesos Only			
			(Php 264,000.00)			
				Note: Please specify brand model/origin.		

PURPOSE: 2023 Regional Integrated Performance Review and Evaluation Workshop (IPREW)

PR No.: 2023-01-0021 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 debarment in DSWD's future procurements.