



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

REQUEST FOR QUOTATION

RFQ No. 2023-01-0105 NP-LOV

Date: January 17, 2023

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

Sir/Madam:

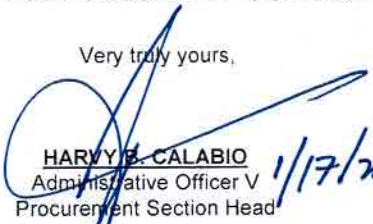
Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in Annex A. **Failure to indicate information could be basis for non-compliance.** Also, furnish us with descriptive brochures, catalogues, literatures and/or 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 January 24, 2023 (Tuesday)**. Quotations submitted to the different email addresses (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,


HARRY 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: JUNE 6-9, 2023
- Place of Delivery: HOTEL WITHIN METRO MANILA
- 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 "


LORETTA G. LICOP
Procurement Officer

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

Signature Over Printed Name
(Supplier)



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

RFQ N 2023-01-0105

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
39	pax		BOARD AND LODGING (4 DAYS/3 NIGHTS)			
33	Guaranteed Pax		CONDUCT OF THE DRMD MID-YEAR GENERAL ASSEMBLY AND STRATEGIC PLANNING			
			Preferred Venue: HOTEL within METRO MANILA			
			Date of Activity: JUNE 6-9, 2023			
			Room Sharing: Air-conditioned Room, TRIPLE Sharing with INDIVIDUAL BED PER PAX and Bathrooms with Hot and Cold Showers with enough toiletries (Towel, Toothpaste, Soap, and Shampoo) (With the IATF and DOT Guidelines for the Minimum Health Standard)			
			Check-In Date and Time: JUNE 6, 2023 /12:00 nn			
			Check-Out Date and Time: JUNE 9, 2023 / 12:00 nn			
			MEALS SCHEDULE:			
			JUNE 6, 2023: PM Snack and Dinner			
			JUNE 7-8, 2023: Breakfast, AM Snack, Lunch, PM Snack, and Dinner			
			JUNE 9, 2023: Breakfast, AM Snack, and Lunch			
			Type of Serving:			
			*Managed Buffet for Breakfast (6:00 am), Lunch (12:00 nn) and Dinner (6:00 pm)			
			*Plated Snacks (AM Snack-9:00 am and PM Snack-2:30 pm)			
			Menu Selection:			
			*Hotel to submit Menu (Minimum of 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			
			INCLUSIONS:			
			*Structurally sound and safety for occupancy with enough Fire Escapes, Fire Fighting Equipments, CCTV, Elevators and Stairs			
			*Facilities must be PWD and Senior Citizen Friendly			
			*Air-Conditioned Function Room and Guest Rooms with Cable TV			
			*The Session Hall/Conference Room is free from noise/which is detrimental to the event/meeting			
			*Free Wi-Fi access for Both Guest and Function Rooms			
			*With a Registration Area and FREE Use of Parking Space			
			*FREE Hygiene Kit for Every Participant (Tissue, Alcohol, Facemask)			
			*Free Flowing of Coffee or Hot Chocolate/Drinking Water/Infused Water			
			*At least One (1) Hotel Staff/Attendant available at any given time during the session to assist the Secretariat with Logistical concerns			
			*FREE Welcome Tarpaulin			
			*Provision of Automatic Alcohol Dispenser with Stand and Thermal Scanner			
			*FREE COMPLIMENTARY ROOM for the Secretariat			
			*The Secretariat will provide the final list of participants in the first (1st) day of activity			
			*IF THE TOTAL NUMBER OF THE PARTICIPANTS EXCEEDS THE GUARANTEED PARTICIPANTS, THE AGENCY WILL BE BILLED FOR THE ACTUAL NUMBER			
			FUNCTION ROOM ARRANGMENT:			
			*Complimentary Use of Function Room and Other Amenities			
			*Free-Use of Fully Air-Conditioned Session Hall/Conference Room, spacious for activities and can accommodate 40 participants or more for physical distancing in compliance with Covid-19			
			*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 Laptop, Line, Projector with Screen, Sound System with 4 Microphones, Electric Outlets, Extension Cords, 2 Whiteboards and Whiteboard Marker and Eraser, Rostrum with 1 Philippine Flagpole and other Amenities			
			*FREE Pencils and Pads for the Participants			
			*****NOTHING FOLLOWS*****			
			Rating Factors: Passing Rate: 85%			
			Page 1 of 1			
			Approved Budget for the Contract: Three Hundred Four Thousand Two Hundred Pesos Only (Php 304, 200.00)			

PURPOSE: BOARD AND LODGING IN THE CONDUCT OF THE DRMD MID-YEAR GENERAL ASSEMBLY AND STRATEGIC PLANNING
PR No.: 2023-01-0105 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.