



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

REQUEST FOR QUOTATION

RFQ No. 2023-04-0608 NP-LOV  
Date: April 14, 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](mailto:procurement.fomimaropa@dswd.gov.ph)** not later than **5:00 PM on APRIL 21, 2023 (Friday)**. 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,

**HARVEY B. CALABIO**  
Administrative Officer V  
Procurement Section Head

14 April 2023

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: MAY 23-26, 2023
- Place of Delivery: HOTEL WITHIN NCR AND NEARBY REGIONS
- 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 C. LICOP**  
Procurement Officer

Telephone Number: 5328-5111 to 5115 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](http://www.philgeps.gov.ph) to register

RFQ N 2023-04-0608

Date: \_\_\_\_\_ (should be filled up by supplier)

MCP: 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	47	pax	BOARD AND LODGING (4 DAYS/3 NIGHTS)			
			40 Guaranteed Pax			
			CONDUCT OF THE ORIENTATION AND CONSULTATION WITH THE LOCAL GOVERNMENT UNIT (LGUs) ON ENHANCED PARTNERSHIP AGAINST HUNGER AND POVERTY (EPAHP) PROGRAM AND COMMUNITY-BASED ORGANIZATIONS, BATCH 2 (OCCIDENTAL MINDORO PROVINCE)			
			Preferred Venue: HOTEL within NCR and Nearby Regions			
			Date of Activity: MAY 23-26, 2023			
			Room Sharing: Air-conditioned Room, TRIPLE OR DOUBLE Sharing with INDIVIDUAL BED PER PAX and Bathrooms with Hot and Cold Showers with enough toiletries (Towel, Toothpaste, Soap, and Shampoo, Complimentary Drinking Water and Coffee), with Available Iron for Clothes, Utensils (With the IATF and DOT Guidelines for the Minimum Health Standard)			
			Check-In Date and Time: MAY 23, 2023 /12:00 nn			
			NOTE: <u>EARLY Check-In Date and Time for the Secretariat (5 Pax)</u> - MAY 23, 2023 / 9:00 am			
			Check-Out Date and Time: MAY 26, 2023 / 12:00 nn			
			MEALS SCHEDULE:			
			MAY 23, 2023: Lunch, PM Snack and Dinner			
			MAY 24-25, 2023: Breakfast, AM Snack, Lunch, PM Snack, and Dinner			
			MAY 26, 2023: Breakfast and AM Snack			
			Type of Serving:			
			*Controlled Buffet for Breakfast (6:00 am), Lunch (12:00 nn), and Dinner (6:00 pm)			
			Menu Selection:			
			*Hotel to submit Menu (Minimum of 2 Vianos, 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 Hall and 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 and Backdrop Tarpaulin (8 L x 4 H, Design will be send by the end-user)			
			*Provision of Automatic Alcohol Dispenser with Stand and Thermal Scanner			
			*FREE COMPLIMENTARY ROOM for the VIP Guest (will be utilized if the guest will stay in the venue during the activity)			
			*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 ARRANGEMENT:			
			TIME OF USE OF CONFERENCE ROOM/SESSION HALL from MAY 23-26, 2023: 7:00 am - 8:00 pm			
			*Complimentary Use of Function Room and Other Amenities			
			*FREE-Use of Fully Air-Conditioned Session Hall/Conference Room, spacious for activities and can accommodate 50 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, Whiteboards and Whiteboard Marker and Eraser, Rostrum with 1 Philippine Flagpole and other Amenities			
			*FREE Use of Fully-Airconditioned Session Hall until 12:00 am on MAY 25, 2023			
			*FREE Pencils and Pads for the Participants			
			*TABLE AND CHAIRS: Classroom Type			
			*****NOTHING FOLLOWS*****			
			Rating Factors: Passing Rate: 90%			
			Page 1 of 1			
			Approved Budget for the Contract:			
			Three Hundred Fifty-Two Thousand Five Hundred Pesos Only (Php 352,500.00)			

PURPOSE: BOARD AND LODGING IN THE CONDUCT OF THE ORIENTATION AND CONSULTATION WITH THE LOCAL GOVERNMENT UNIT (LGUs) ON ENHANCED PARTNERSHIP AGAINST HUNGER AND POVERTY (EPAHP) PROGRAM AND COMMUNITY-BASED ORGANIZATIONS, BATCH 2 (OCCIDENTAL MINDORO PROVINCE)  
PR No.: 2023-04-0608 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.