



REQUEST FOR QUOTATION

RFQ No. KC-2023-03-0042  
 Date: March 21, 2023

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

Sir/Madam:

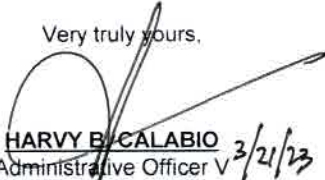
Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in Annex A. **Failure to indicate information could be basis for non-compliance.** Also, furnish us with descriptive brochures, catalogues, literatures and/or 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: [kcmimaropa-procurement@dswd.gov.ph](mailto:kcmimaropa-procurement@dswd.gov.ph)** not later than **5:00 PM on March 27, 2023 (Monday).** 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**  
 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: **April 11-15, 2023**
- Place of Delivery: **Within 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 System (PhilGEPS). You may visit the PhilGEPS website at [www.philgeps.gov.ph](http://www.philgeps.gov.ph) to register "**

  
**JERICHO C. GAGA-A**  
 Procurement Officer  
 Telefax: 5336-8106 to 07 loc. 24052  
 Contact Number: 09190976674

\_\_\_\_\_  
 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 No.: KC-2023-03-0042

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

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

MOP: NP- LOV

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	133	pax	<b>Board and Lodging with meals for 5 days &amp; 4 nights</b>			
			Meals : AM Snack, Lunch, PM Snack and Dinner			
			Plated : AM and PM Snacks (with cold beverage)			
			Buffet : Lunch (Minimum of 3 viands with soup, dessert/fruits and cold drinks. no repetition of meals)			
			<b>Title of the Activity:</b> Procurement and Finance Technical Session for Area and Municipal Coordinating Teams - Batch 1			
			<b>Preferred Venue:</b> Within Puerto Princesa City, Palawan			
			<b>Date of Activity:</b> April 11-15, 2023			
			<b>Guaranteed Pax:</b> 133 pax			
			<b>Check In Date and Time:</b> April 11, 2023 : 1:00 PM			
			<b>Check Out Date and Time:</b> April 15, 2023 : 12:00 NN			
			Airconditioned Room double or triple Sharing with individual bed per pax and free toiletries			
			<b>Meal Schedule:</b>			
			April 11, 2023 : PM Snacks and Dinner			
			April 12, 2023 : Breakfast, AM Snacks, Lunch, PM Snacks and Dinner			
			April 13, 2023 : Breakfast, AM Snacks, Lunch, PM Snacks and Dinner			
			April 14, 2023 : Breakfast, AM Snacks, Lunch, PM Snacks and Dinner			
			April 15, 2023 : Breakfast, AM Snacks and Lunch			
			<b>Type of Food Serving:</b>			
			Menu Selection: Hotel to submit menu with minimum of at least 3 viands, soup, dessert/fruits and cold drinks. Should include vegetables per meal			
			No repeating meal per menu and with flexibility to participants with food restrictions			
			<b>Inclusion:</b>			
			1. One (1) night complimentary superior room to be used by the organizers			
			2. Free use of Airconditioned Conference Room: Can accommodate more than 130 pax and free from noise which is detrimental to the event.			
			3. Airconditioned Conference Room can be use starting 9:00am of Day 1 for arriving of participants.			
			4. No obstructing pillars in the conference room			
			5. Availability of electric outlets and free use of extension cords.			
			6. With audio system and at least 5 microphones.			
			7. Free use of projector and whiteboards.			
			8. Free use of reliable and uninterruptible wifi connection			
			9. Free use of parking space.			
			10. Free flowing coffee and drinking water.			
			11. Free use of parking space.			
			12. Facilities must be PWD and Senior Citizen Friendly			
			13. Must be structurally sound, have fire escapes and firefighting equipments and CCTV			
			14. Free Tarpaulins/Backdrops (1-inside & 1-outside of conference hall)			
			15. Free use of facilities and amenities (if applicable)			
			<b>***Nothing follows***</b>			
			<b>TOTAL APPROVED BUDGET FOR THE CONTRACT:</b> One Million Two Hundred Seventy-Six Thousand Eight Hundred Pesos Only (Php1,276,800.00)	<b>Note: Please specify brand model/origin .</b>		

PURPOSE: Board and Lodging with meals for the Training on Procurement and Finance Technical Session for Area and Municipal Coordinating Teams  
 PR No.: KC-2023-03-0042

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.**



**REQUEST FOR QUOTATION RECEIVING FORM**

I Hereby certify that I \_\_\_\_\_ of

\_\_\_\_\_ has received the **Request for**

**Quotation RFQ No. KC-2023-03-0042** from DSWD MIMAROPA Region intended for the

**Board and Lodging with meals for the Training on Procurement and Finance Technical Session for Area and Municipal Coordinating Teams**

**Certified by:**

\_\_\_\_\_  
(Signature Over Printed Name of Supplier)

Contact: \_\_\_\_\_

Email Address: \_\_\_\_\_

**RFQ Delivered by:**

\_\_\_\_\_  
(Signature Over Printed Name of Canvasser)

Position: \_\_\_\_\_

Date / Time of Delivery: \_\_\_\_\_

Note: This form shall be used and issued in cases when RFQ is personally delivered to prospective supplier/service provider.