



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

REQUEST FOR QUOTATION

RFQ No. **2023-04-0638** NP-LOV  
Date: **May 24, 2023**

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

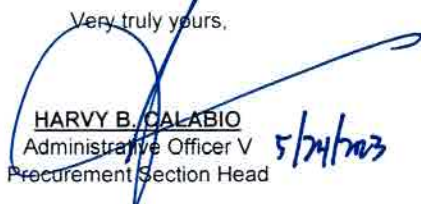
Sir/Madam:

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.

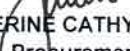
Additionally, please attach copies of your Company's Business Permit, Mayor's Permit, PCAB License (if applicable), PhilGEPS Certificate, latest Income/Business Tax Return and a notarized or unnotarized Omnibus Sworn Statement in accordance with the attached format marked as Annex B. If awarded, please 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: ccrvictorio@dswd.gov.ph not later than **5:00 PM on May 29, 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  
5/24/2023

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: **Jue 7-9, 2023**
- Place of Delivery: **Baguio City, CAR**
- 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 "

  
**CATHERINE CATHY R. VICTORIO**  
Procurement Officer

Telefax: 5386-8106 to 07 loc. 24052  
Contact Number: 09984746898

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



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RFQ No. 2023-04-0638

Date:

( should be filled up  
by supplier)

MOP: NP-LOV

SLP Mid-Year General Assembly and F

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	Unit Cost	Total Cost
1	116	pax	Board and Lodging for 3 days 2 nights			
	100 guaranteed pax		SLP Mid-Year General Assembly and Planning Workshop 2023			
			Venue: Baguio City, CAR			
			Date: June 7-9, 2023			
			Check in: June 7, 2023 / 12:00 PM			
			Check out: June 9, 2023 / 12:00 PM			
			Room sharing: Airconditioned room, TRIPLE sharing rooms, with separate beds per guest and free toiletries each			
			Meal Schedule:			
			June 7: Lunch, PM snack, Dinner			
			June 8: Breakfast, AM snack, Lunch, PM snack, Dinner			
			June 9: Breakfast, AM snack			
			Type and Time of Serving: <b>Managed Buffet Meals, Plated Snacks</b>			
			Breakfast: 6:00 AM AM snack: 9:00 AM			
			Lunch: 12:00 PM PM snack: 3:00 PM			
			Dinner: 6:00 PM			
			Menu selection:			
			1. Hotel to submit the Menu (minimum of atleast 2 viands, soup, dessert and beverages)			
			2. Hotel will submit proposed menu one week before the before the schedule			
			3. No repeating menu/meals			
			4. Meals to be served should have vegetables and fruits and can adjust for Muslim and non-pork eaters			
			***page 1 of 2***			
			<b>TOTAL APPROVED BUDGET FOR THE CONTRACT:</b>	<b>Note: Please specify brand model/origin .</b>		
			Five Hundred Eighty Thousand Pesos Only			
			(Php 580,000.00)			

PURPOSE: SLP Mid-Year General Assembly and Planning Workshop 2023

PR No.: 2023-04-0638 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.**





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Date:

( should be filled up by supplier)

MOP: NP-LOV

Company Name : \_\_\_\_\_  
 Company Address : \_\_\_\_\_  
 Contact Person : \_\_\_\_\_  
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 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	Unit Cost	Total Cost
			<b>Inclusions:</b>			
			<b>Schedule of use of function room-</b>			
			<b>TIME OF USE OF CONFERENCE ROOM/SESSION HALL from</b> June 7 2023 : 12:00 am - 7:00 pm June 8, 2023 : 6:00 AM - 7:00 PM June 9, 2023 : 6:00 AM - 12:00 PM			
			Structurally sound and safety for occupancy with enough fire escapes, fire fighting equipments, CCTV, elevators end stairs			
			Facilities must be PWD and Senior Citizen friendly			
			Air conditioned venue with air humidifiers			
			Bathroom with hot and cold shower with complete provision of toiletries (Towel, toilet, shapoo, soap, toothbrush)			
			Free use of fully airconditioned session hall spacious for activities and can accommodate 117 or more with			
			No obstructing pillars in the conference room			
			The session hall/conference room is free from noise w/c is detrimental to the event/ meeting			
			With registration area and free use of prking space			
			Free use of telephone line, projector w/ screen, sound system w/ 4 microphones, electric outlets, extension cords, whiteboard and whiteboard marker & eraser and other amenities			
			Free WI-Fi access for both guest and function rooms			
			Free flowing hot coffee or chocolate and drinking water / diffused water			
			Complimentary one (1) room a night ahead for the for the organizers			
			At least TWO (2) hotel staff/attendant available at any given time during the session to assist the secretariat in t logistical concerns			
			Table and chairs: Round table with eight pax each table			
			Free tarpaulin LED backdrop (Design and size shall be provided by the End-uer			
			***page 2 of 2***			
			***nothing follows***			
			<b>TOTAL APPROVED BUDGET FOR THE CONTRACT:</b> Five Hundred Eighty Thousand Pesos Only (Php 580,000.00)	<b>Note: Please specify brand model/origin .</b>		

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