



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

REQUEST FOR QUOTATION

RFQ No. 2023-05-00704 NP-LOV  
Date: May 16, 2023

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

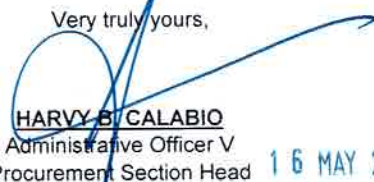
Sir/Madam:

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 23, 2023(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 **16 MAY 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: June 26-27, 2023
- Place of Delivery: 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](http://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. 2023-05-00704

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	Unit Cost	Total Cost
1	25	pax	Board and Lodging for 2 days and 1 night			
	20 guaranteed pax		KALIPI Organization Regional General Assembly and Election Regional Federation Officers			
			Venue: Metro Manila			
			Date: June 26-27, 2023			
			Check in: June 26, 2023 / 1:00 PM			
			Check out: June 27, 2023 / 12:00 NN			
			Room sharing: Airconditioned room double or triple sharing with individual bed per pax with free toiletries			
			with hot and cold shower, with cable TV,			
			free WiFi, telephone, towel, toothpaste, soap, & slipper provided			
			Meal schedule			
			June 26: PM snack, Dinner			
			June 27: Breakfast, AM snack, Lunch			
			Type serving: <u>Managed Buffet Meals &amp; Plated Snacks</u>			
			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. Food to be served should have vegetables and fruits and can adjust for Muslim and non pork eaters			
			Inclusions:			
			Schedule of use of function room-			
			TIME OF USE OF CONFERENCE ROOM/SESSION HALL June 26, 2023 : 12:00 am - 6:00 pm June 27, 2023 : 7:00 AM - 1:00 PM			
			Free use of airconditioned conference room (can accommodate maximum of 30 pax in the conference room and free from noise which is detrimental to the event)			
			Free flowing coffee/chocolate/tea, drinking water, candies and pica-pica			
			No obstructing pillars in the conference room			
			Availability of electric outlets and free use of extension cords and white boards, big posting board			
			with free LAN internet/ WiFi connections and free use of parking space			
			Facilities must be PWD and Senior Citizen friendly			
			Structurally sound and safety for occupancy with enough fire escapes, fire fighting equipments, CCTV, elevators and stairs			
			Table and chairs are enough for the participants			
			Free complimentary room for the secretariat			
			Free use of facilities and amenities (if applicable)			
			Complimentary welcome tarpaulin for backdrop of the function room			
			Technician on stand-by for assistance			
			Free hygienic alcohol in the common areas and conference rooms			
			***nothing follows***			
			Rating Factor Passing Rate: 85%			
			<b>TOTAL APPROVED BUDGET FOR THE CONTRACT:</b> Sixty-Two Thousand Five Hundred Pesos Only (Php 62,500.00)	Note: Please specify brand model/origin .		

PURPOSE: KALIPI Organization Regional General Assembly and Election Regional Federation Officers  
PR No.: 2023-05-00704 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.