

REQUEST FOR QUOTATION

RFQ No. **KC-2023-05-0143**

Date: **May 26, 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 June 2, 2023 (Friday)**. 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

26 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: **November 6 - 10, 2023**
- Place of Delivery: **Within National Capital Region or CALABARZON**
- 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"**

**SHEIWE ANN M. DOMINGO**  
Procurement Officer

Telefax: 5336-8106 to 07 loc. 24052  
Contact Number: 0910-750-7941

Signature Over Printed Name  
(Supplier)





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

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-2023-05-0143

Date: \_\_\_\_\_ (Indicate Month and Day)

MOP: SHOPPING FOR NON-CONSULTING SERVICES

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	150	pax	Board and Lodging for 2 days and 2 nights			
2	260	pax	Board and Lodging for 2 days and 2 nights			
			Meals: Breakfast, AM Snacks, Lunch, PM Snacks, and Dinner			
			Plated: AM Snacks & PM Snacks (with cold beverage)			
			Buffet: Breakfast, Lunch and Dinner (Minimum of 3 viands with soup, dessert/fruits and cold drinks, no repetition of meals)			
			Title of the Activity: Year-End and Stakeholders' Regional Program Review Evaluation Workshop			
			Preferred Venue: Within National Capital Region or CALABARZON			
			Date: November 6 - 10, 2023			
			Guaranteed Pax (Item No. 1): 135 Pax per conduct of activity			
			Guaranteed Pax (Item No. 2): 234 Pax per conduct of activity			
			Check In & Out Schedule of 150 participants			
			Check In Date and Time: November 6, 2023 at 1:00 PM -150 pax			
			Check Out Date and Time: November 8, 2023 at 12:00 Noon -150 pax			
			Check In & Out Schedule of 260 participants			
			Check In Date and Time: November 8, 2023 at 1:00 PM -260 pax			
			Check Out Date and Time: November 10, 2023 at 12:00 Noon -260 pax			
			Airconditioned Room Double Sharing, Triple Sharing or Quad Sharing with individual bed per pax and free toiletries			
			Meal Schedule:			
			November 6, 2023 : PM Snacks and Dinner (150 pax)			
			November 7, 2023 : Breakfast, AM Snacks, Lunch, PM Snacks, and Dinner (150 pax)			
			November 8, 2023 : Breakfast, AM Snacks, and Lunch (150 pax)			
			November 8, 2023 : PM Snacks and Dinner (260 pax)			
			November 9, 2023 : Breakfast, AM Snacks, Lunch, PM Snacks, and Dinner (260 pax)			
			November 10, 2023 : Breakfast, AM Snacks, and Lunch (260 pax)			
			Type of Food Serving:			
			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 of meals per menu and with flexibility to participants with food restriction			
			Inclusions:			
			1. One (1) night complimentary superior room to be used by the organizers.			
			2. Free use of airconditioned function hall, dedicated projector, and sound system (microphone - 3 unit, stereo speakers) that can accommodate 300 pax and free from noise which is detrimental to the event.			
			3. Inclusion of welcome signage or tarpaulin			
			4. Airconditioned Conference Room can be use starting 8:00 am of DAY 1 for arriving of participants.			
			5. No obstructing pillars in the conference room.			
			6. Availability of electric outlets and free use of extension cords.			
			7. With audio system and at least 5 microphones.			
			8. Free use of projector and whiteboards. Can set up multiple projectors in the venue.			
			9. Free use of reliable and uninterruptible wifi connection.			
			10. Free use of parking space.			
			11. Free flowing coffee and drinking water.			
			12. Facilities must be PWD and Senior Citizen Friendly.			
			13. Must be structurally sound, have five escapes and firefighting equipments and CCTV.			
			14. Free tarpaulin/backdrops (1-inside and 1-outside of conference hall)			
			15. Free use of facilities and amenities (if applicable)			
			NOTE: Hotel/Restaurants/Resorts should not be offering short term lodging associated with motel and should not be situated beside or across gambling establishments shops, night clubs, funeral parlors, mortuaries, and other similar alike.			
			***Nothing follows*** Page 1 of 1			
			TOTAL APPROVED BUDGET FOR THE CONTRACT: One Million Eight Hundred Four Thousand Pesos only (Php1,804,000.00)	Note: Please specify brand/model/origin.		

PURPOSE: Board and Lodging for the conduct of Year-End and Stakeholders' Regional Program Review Evaluation Workshop

PR No.: KC-2023-05-0143

(Signature over Printed name)  
SupplierVAT:  
Non-VAT

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-2023-05-0143**      from DSWD MIMAROPA Region intended for the

**Board and Lodging for the conduct of Year-End and Stakeholders' Regional Program Review Evaluation Workshop**

**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.