



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

REQUEST FOR QUOTATION

RFQ No. 2023-05-0739 NP-LOV

Date: June 8, 2023

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

Sir/Madam:

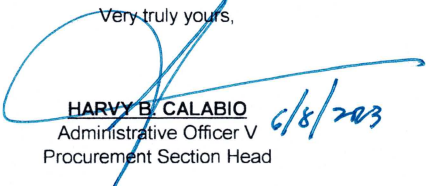
Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in **Annex A. Failure to indicate information could be basis for non-compliance.** Also, furnish us with descriptive brochures, catalogs, literature, and/or 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 not later than **5:00 PM on JUNE 15, 2023 (THURSDAY)** 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

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 27-30, 2023
- Place of Delivery: HOTEL WITHIN TAGAYTAY CITY
- 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 to register "


LORETTA G. LICOP
Procurement Officer

Telephone Number: 5328-5111 to 15 loc. 24052
Contact Number: 09984746898

Signature Over Printed Name
(Supplier)



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RFQ No.: 2023-05-0739

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	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
			BOARD AND LODGING FOR (4 DAYS/3 NIGHTS)		
			PROTECTIVE SERVICES DIVISION (PSD) MID-YEAR ASSESSMENT AND PLANNING WORKSHOP		
			Date of Activity: JUNE 27-30, 2023		
			VENUE: Hotel within TAGAYTAY CITY Area		
1	46	pax	BOARD AND LODGING FOR PARTICIPANTS		
40	Guaranteed Pax		Check-In Date and Time: JUNE 27, 2023 /2:00 pm		
			Check-Out Date and Time: JUNE 30, 2023 / 12:00 nn		
			Room Sharing: Air-conditioned Room, TRIPLE Sharing with INDIVIDUAL BED PER PAX and Bathroom, Hot and Cold Showers with enough toiletries (Towel, Toothpaste, Soap, and Shampoo; Complimentary Drinking Water and Coffee); With IATF and DOT Guidelines for the Minimum Health Standard		
1	3	pax	BOARD AND LODGING FOR GUESTS / RESOURCE PERSON		
1	Pax Per Day/Night		Check-In Date and Time: JUNE 27, 28, and 29, 2023 /2:00 pm		
			Check-Out Date and Time: JUNE 28, 29, and 30, 2023 / 12:00 nn		
			Room Sharing: Air-conditioned Room, SOLO Room with Bed, Bathroom, Hot and Cold Showers with enough toiletries (Towel, Toothpaste, Soap, and Shampoo; Complimentary Drinking Water and Coffee); With IATF and DOT Guidelines for the Minimum Health		
			MEALS SCHEDULE FOR GUESTS AND PARTICIPANTS:		
			JUNE 27, 2023: Lunch, PM Snack and Dinner		
			JUNE 28-29, 2023: Breakfast, AM Snack, Lunch, PM Snack, and Dinner		
			JUNE 30, 2023: Breakfast and AM Snack		
			TYPE OF SERVING:		
			*Buffet for Breakfast (6:00 am), Lunch (12:00 nn), and Dinner (6:00 pm)		
			*Individual Plated Snacks (AM Snack-9:00 am and PM Snack-2:30 pm) / (Sausages with Eggs/Pasta/Bread/Merienda, Juice, Hot Soup)		
			MENU SELECTION:		
			*Hotel to submit Menu (Minimum of at least 2 Viands 1 Vegetable, Soup, Fresh Fruit, and Juice)		
			*Hotel to 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		
			*FREE Wi-Fi access for Both Guest and Function Hall and Rooms		
			*With a Registration Area and FREE Use of Parking Space		
			*Free Flowing of Coffee or Hot Chocolate/Drinking Water/Infused Water and Pica-Pica Snacks		
			*At least One (1) Hotel Staff/Attendant available at any given time during the session to assist the Secretariat with Logistical concerns		
			*FREE Use of Team Building Area/Facility		
			FUNCTION ROOM ARRANGEMENT:		
			TIME OF USE OF CONFERENCE ROOM/SESSION HALL from JUNE 27-30, 2023, 8:00 am to 6:00 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 Projectors 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		
			*IF THE TOTAL NUMBER OF THE PARTICIPANTS EXCEEDS THE GUARANTEED PARTICIPANTS, THE AGENCY WILL BE BILLED FOR THE ACTUAL NUMBER		
			*****NOTHING FOLLOWS*****		
			Rating Factors: Passing Rate: 85%		
			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 Protective Services Division (PSD) Mid-Year Assessment and Planning Workshop

PR No.: 2023-05-0739 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.