



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Field Office MIMAROPA Region
1680 F.T. Benitez corner Malvar Sts., Malate, Manila

REQUEST FOR QUOTATION

RFQ No. 2023-05-0755 NP-LOVDate: June 5, 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: procurement.fomimaropa@dswd.gov.ph not later than **5:00 PM on June 13, 2023 (Tuesday)**. 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,

HARRY B. CALABIO
Administrative Officer V
Procurement Section Head

05 JUN 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: October 26-27, 2023
- Place of Delivery: HOTELS WITHIN 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 to register"

ARIEL G. SAMPAN
Procurement Officer

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

Signature Over Printed Name
(Supplier)



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

RFQ No.: 2023-06-0755

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 basis for non-compliance."	Unit Cost	Total Cost
1	100	PAX	Board and Lodging (2days & 1 night)			
			95 GUARANTEED PAX			
			Title of the Activity: 2023 Ullirang Nakatatanda Awards			
			Preferred Venue: Hotels within Metro Manila			
			Date of Activity: October 26-27, 2023			
			No. of Nights: 2 days and 1 night			
			Check in Date and Time: October 26, 2023/12:00 NN			
			Check Out Date and Time: October 27, 2023/12:00NN			
			Room Sharing: Air-Conditioned Room Triple Sharing with individual bed per pax and free toiletries			
			Meal Schedule			
			October 26, 2023 : Lunch, PM Snack and Dinner			
			October 27, 2023: Breakfast, AM Snack			
			Type of Food Serving			
			Managed Buffet Breakfast (6:00AM) Lunch (12:00PM) and Dinner (6:30PM)			
			Plated Snacks (AM Snacks 9:00am) and (PM Snack 3:00)			
			Menu Selection:			
			Hotel to submit Menu (Minimum of at least 2 viands, soup and dessert)			
			No Repeating meal per menu			
			Food to be served should have vegetables and fruits and can adjust for muslim and non-pork eaters			
			Inclusion:			
			Free use of Air-Conditioned Conference Room from 8:00am to 6:30pm (Can accommodate 100 or more and free from noise which is detrimental to the event)			
			Free flowing of Coffee and Drinking			
			No Obstructing pillars in the Conference Room			
			No post in the center			
			With free use of Projector with screen and whiteboard, Sound System with 2 microphones, electric outlets and extension cords			
			FREE COMPLIMENTARY ROOM FOR THE SECRETARIAT			
			With free use of strong Wi-Fi connection			
			Free use of parking space			
			Facilities must be PWD and Senior Citizen Friendly			
			Must be Structurally sound, Must have visible fire escapes, Firefighting Equipment and CCTV			
			Accessible for Transportation and in case of Emergency Concerns			
			Free use of LED Backdrop or (Free Tarpaulin)			
			Free use of facilities and amenities (if applicable)			
			Note: Hotel/Restaurant/Resorts should not be offering short term lodging associated with motel and should not be situated beside or across gambling establishment, shops, night clubs, funeral parlors, mortuaries and other similar like			
			Rating Factor: 85% Passing Rate			
			*****Nothing Follows*****			
			Page 1 of 1			
			Approved Budget for the Contract: Two Hundred Fifty Thousand Pesos Only (Php 250,000.00)			

PURPOSE: Board and Lodging for the conduct of 2023 Ullirang Nakatatanda Awards
PR No.: 2023-06-0755 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.