



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

REQUEST FOR QUOTATION

RFQ No. **2023-07-0948 NP-LOV**
Date: **July 20, 2023**

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

Sir/Madam:

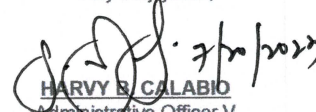
Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in Annex A. **Failure to indicate information could be basis for non-compliance.** Also, furnish us with descriptive brochures, catalogs, literature, and/or 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 JULY 27, 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: **SEPTEMBER 17-22, 2023 (2 Activities)**
- Place of Delivery: **HOTEL WITHIN METRO MANILA Area**
- 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)



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.: 2023-07-0948

Date: _____

(to 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
			BOARD AND LODGING for 2 Activities (Total of 5 Days/5 Nights) SWD LEADERS IN CHANGING WORLD: A LEADERSHIP SKILLS ENHANCEMENT WORKSHOP OF MIMAROPA LSWDOs (LDI FOR LSWDO ON LEADERSHIP AND MANAGEMENT and BUILDING SYNERGY THROUGH PARTNERSHIP AND NETWORKING OF MIMAROPA LSWDOs (LDI ON AREA-BASED PARTNERSHIP AND NETWORKING))			
			Date of Activity: SEPTEMBER 17-22, 2023 VENUE: Hotel within METRO MANILA Area			
			Room Sharing FOR 2 ACTIVITIES: Air-conditioned Room, TRIPLE Sharing/DOUBLE SHARING with INDIVIDUAL BED PER PAX , with Bathroom, Hot and Cold Showers with enough toiletries (Towel, Toothpaste, Soap, and Shampoo; Complimentary Drinking Water and Coffee); IATF and DOT Guidelines for the Minimum Health Standard			
1	66	pax	BOARD AND LODGING (3 DAYS/3 NIGHTS) // SEPTEMBER 17-20, 2023 SWD LEADERS IN CHANGING WORLD: A LEADERSHIP SKILLS ENHANCEMENT WORKSHOP OF MIMAROPA LSWDOs (LDI FOR LSWDO ON LEADERSHIP AND MANAGEMENT) Check-In Date and Time: SEPTEMBER 17, 2023 / 5:00 pm Check-Out Date and Time: SEPTEMBER 20, 2023 / 5:00 pm Approved Budget for the Contract: FOUR HUNDRED NINETY-FIVE THOUSAND PESOS ONLY (Php 495,000.00)			
2	66	pax	BOARD AND LODGING (2 Days/2 Nights) // SEPTEMBER 20-22, 2023 BUILDING SYNERGY THROUGH PARTNERSHIP AND NETWORKING OF MIMAROPA LSWDOs (LDI ON AREA-BASED PARTNERSHIP AND NETWORKING) Check-In Date and Time: SEPTEMBER 20, 2023 / 5:00 pm Check-Out Date and Time: SEPTEMBER 22, 2023 / 5:00 pm Approved Budget for the Contract: THREE HUNDRED THIRTY THOUSAND PESOS ONLY (Ph 330,000.00)			
			MEALS SCHEDULE FOR 2 ACTIVITIES: SEPTEMBER 17 and 20, 2023: Dinner SEPTEMBER 18, 19, and 21, 2023 (Total of 3 Days for 2 Activities): Breakfast, AM Snack, Lunch, PM Snack, and Dinner SEPTEMBER 20 (1st Activity) and SEPTEMBER 22, 2023 (2nd Activity): Breakfast, AM Snack, Lunch, and PM Snack TYPE OF SERVING FOR 2 ACTIVITIES: *Managed 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) MENU SELECTION: *Hotel to submit Menu (Minimum of at least 3 Viands (2 Main Course, 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 STRONG 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/Tea/Drinking Water/Infused Water *FREE Two (2) TARPAULIN -Backdrop Tarpaulin (10L x 4H) -Welcome Tarpaulin (10L x 4H) & Design to be send by the end-user -Welcome Display on Monitor/TV to be displayed in the Lobby *FREE Complimentary use of Indoor Space with Table/s and Cloth/ for Product *FREE One (1) Complimentary Room for the Secretariat *At least Two (2) Hotel Staff/Attendant available at any given time during the session to assist the Secretariat with Logistical concerns *FREE Pencil/Ballpen and Notepad for the Participants			
			FUNCTION ROOM ARRANGEMENT: TIME OF USE OF CONFERENCE ROOM/SESSION HALL from September 18-22, 2023, from 7:00am to 8pm *Complimentary Use of Function Room and Other Amenities *FREE-Use of Fully Air-Conditioned Session Hall/Conference Room, spacious for activities and can accommodate 80 participants or more for physical distancing in compliance with *NO OBSTRUCTING PILLARS IN THE FUNCTION/CONFERENCE HALL *The Session Hall/Conference Room is free from noise/which is detrimental to the *TABLES AND CHAIRS with CLOTH: Round Table with 8 Pax Each Table *Free use of Projectors with Screen and Splitter, High-Quality Sound System, 4 Microphones, Electric Outlets, Extension Cords, Whiteboards and Whiteboard Markers 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: 90%			
			Page 1 of 1			
			TOTAL Approved Budget for the Contract: Eight Hundred Twenty-Five Thousand Pesos Only (Php 825,000.00)			

PURPOSE:

PR No.:

BOARD AND LODGING IN THE CONDUCT OF THE SWD LEADERS IN CHANGING WORLD: A LEADERSHIP SKILLS ENHANCEMENT WORKSHOP OF MIMAROPA LSWDOs (LDI FOR LSWDO ON LEADERSHIP AND MANAGEMENT and BUILDING SYNERGY THROUGH PARTNERSHIP AND NETWORKING OF MIMAROPA LSWDOs (LDI ON AREA-BASED PARTNERSHIP AND NETWORKING))

2023-07-0948 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.