



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

REQUEST FOR QUOTATION

RFQ No. 2023-07-0950 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, 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: ccvictorio@dswd.gov.ph not later than 5:00 PM on July 27, 2023(Thursday). 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,


HARVY 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: October 23-27, 2023
- Place of Delivery: Coron, Palawan
- 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 "


CATHERINE CATHY R. VICTORIO
Procurement Officer

Telefax: 5836-8106 to 07 loc. 24052
Contact Number: 09984746898

Signature Over Printed Name
(Supplier)



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(should be filled up by supplier)

MOP: NP-LOV

Company Name : _____
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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	43	pax	Board and Lodging for 4 days			
	40 guaranteed pax		Gender Responsive Case Management (GRCM) Training			
			Venue: Coron, Palawan			
			Date: October 23-27, 2023			
			Check in: October 23, 2023 / 12:00 NN			
			Check out: October 27, 2023 / 12:00 NN			
			Note: Early check in and late check out of Secretariat (3 pax) October 22, 2023 @ 10:00AM October 28, 2023 @ 12:00 NN			
			Room sharing: Airconditioned room, Double/ Triple sharing with INDIVIDUAL BED PER PAX with hot and cold shower with enough toiletries (towel, toothpaste, soap and shampoo) Drinking water with utensils, coffee, WiFi, TV with cable, connection, with available iron for clothes (with IATF and DOT guidelines for the minimum Health Standard)			
			Meal schedule			
			Oct. 23: Breakfast (for 3 pax secretariat)			
			Oct. 23: PM snack, Dinner			
			Oct. 24-26: Breakfast, AM snack, Lunch, PM snack, and Dinner			
			Oct. 27: Breakfast, AM snack, Lunch			
			Oct. 28: Breakfast (for 3 pax secretariat)			
			Type & Time of serving: <u>Buffet Meals</u>			
			Breakfast - 6:00 AM AM snack - 9:30 AM			
			Lunch - 12:00 NN PM snack - 2:30 PM			
			Dinner - 6:00 PM			
			Menu selection:			
			Hotel to submit the Menu (minimum of at least 2 viands, soup, dessert and beverages)			
			Hotel will submit proposed menu one week before the before the schedule			
			No repeating menu/meals			
			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 from October 23, 2023 : 2:00 PM - 7:00 PM October 24-26, 2023 : 8:00 AM - 7:00 PM October 27, 2023 : 8:00 AM - 12:00 NN			
			page 1 of 2			
			TOTAL APPROVED BUDGET FOR THE CONTRACT: Four Hundred Forty-Seven Thousand Two Hundred Pesos Only (Php 447,200.00)	Note: Please specify brand model/origin .		

PURPOSE:

Gender Responsive Case Management (GRCM) Training

PR No.: 2023-07-0950 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.



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			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			
			Free use of airconditioned conference room (can accommodate the total no. of pax or more and free from noise which is detrimental to the event)			
			Free strong Wi-Fi connections to both guest, function hall, and rooms with registration area and free use of parking space			
			Free Flowing of Coffee or Hot Choco and Tea/Dinking Water/Infused Water			
			At least 2 (two) Hotel Attendant/Staff available at any given time during session to assist the Secretariat with Logistic Concerns			
			Two (2) Tarpaulin free of charge -Back drop tarpaulin (IOLx4H) -Welcome tarpaulin (IOLx4H) & Design to be send by the organizer - Welcome Display on Monitor/ TV to be displayed in the Lobby			
			Provision Of Automatic Alcohol Dispenser			
			FREE one (1) Complimentary room for the Secretariat On October 22 and 27, 2023			
			FREE one (1) Complimentary room for VIP guest (will be utilized if the guest will stay in the venue during the activity)			
			The Secretariat will provide the final list of participants in the first (1 st) day of the activity			
			THE TOTAL NUMBER OF THE PARTICIPANTS EXCEEDS THE GUARANTEED PARTICIPANTS, THE AGENCY WILL BE BILLED FOR THE ACTUAL NUMBER OF PAX			
			FUNCTION ROOM ARRANGEMENT:			
			Complementary use of indoor space with table/s & cloth for product display			
			FREE Use of Fully-Air-conditioned Session Hall/Conference Room, spacious for activities and can accommodate 40 participants or more for physical distancing in compliance for COVID-19			
			FREE Use of Fully-Air-conditioned Session Hall until 12:00am on October 26			
			No Obstructing Pillars in the Conference Hall/Room and should be high			
			*Tables and chairs: Round Table e with Cloth			
			Strong Wi-Fi connection (free of charge) for Conference Hall and Room			
			FREE Use of Projector with Screen with splitter, Good to high quality Audio System, with at least wireless 4 microphones, availability of electric outlets and extension cords in the Conference Hall, White Boards and White board Marker & Eraser, Rostrum with 1 Philippine flagpole and other Amenities			
			FREE Pencil/Ball pen and Note Pad for the Participants daily			
			page 2 of 2			
			nothing follows			
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