



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

REQUEST FOR QUOTATION

RFQ No. 2023-06-0849 NP-LOV
Date: July 4, 2023

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

Sir/Madam:

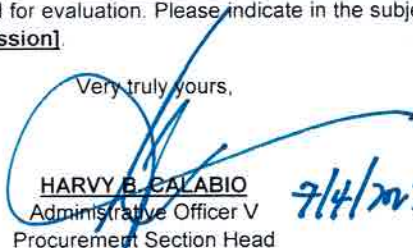
Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in Annex A. Failure to indicate information could be basis for non-compliance. Also, furnish us with descriptive brochures, catalogues, literatures and/or 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: ccrvictorio@dswd.gov.ph not later than **5:00 PM on July 11, 2023(Tuesday)**. 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

7/4/2023

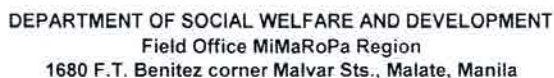
Terms and Conditions:

- 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: July 26-28, 2023
- Place of Delivery: Palawan Province
- 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: 5936-8106 to 07 loc. 24052
Contact Number: 09984746898

Signature Over Printed Name
(Supplier)



RFQ No. 2023-06-0849

(should be filled up
by supplier)

MOP: NP-LOV

| | | |
|-------------------|---|--|
| Company Name | : | |
| Company Address | : | |
| Contact Person | : | |
| Contact No. | : | |
| Email Address | : | |
| Company TIN | : | |
| PhilGEPS Req. 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 | Unit Cost | Total Cost |
|----------|------|-------------------|--|---|-----------|------------|
| | | | Board and lodging for 2 days and meals for 1 day | | | |
| | | | Conduct of 45th National Disability Prevention and Rehabilitation Week Celebration | | | |
| | | | Venue: Palawan Province | | | |
| 1 | 24 | pax | Board and Lodging | | | |
| | | 20 guaranteed pax | Date: July 26-28, 2023 | | | |
| | | | Check in: July 26, 2023 / 2:00 PM | | | |
| | | | Check out: July 28, 2023 / 12:00 NN | | | |
| | | | Room sharing: Airconditioned room, Triple sharing with individual bed per pax with free toiletries | | | |
| | | | Free complimentary room for the secretariats | | | |
| | | | Meal schedule | | | |
| | | | July 26- Lunch, PM snack, Dinner (12:00 NN, 3:00 PM, 6:00 PM) | | | |
| | | | July 27- Breakfast, AM snack, Lunch, PM snack, Dinner (7:00 AM, 9:00 AM, 12:00 NN, 3:00 PM, 6:00 PM) | | | |
| | | | July 28- Breakfast, AM snack (7:00 AM, 9:00 AM) | | | |
| | | | Type serving: Managed Buffet Meals & Plated Snacks | | | |
| | | | Menu selection: | | | |
| | | | Breakfast, Lunch, Dinner: Rice, 2 viands (fish and meat), 1 vegetable, fresh fruit, hote soup, water and juice | | | |
| | | | AM and PM snack: Rice, sausages with eggs / pasta / bread / mirienda, juice, water, hot soup | | | |
| | | | With freeflowing coffee and free pica pica snacks | | | |
| | | | Service provider will provide menu | | | |
| | | | Food to be served can adjust to muslims and non-pork eaters | | | |
| | | | Free use of Air conditioned conference room(can accommodate 45 pax, noise-free, and no obstructing pillars) | | | |
| | | | Function room schedule of use: July 26-28, 2023 : 8:00 AM to 6:00 PM | | | |
| | | | With audio system and at least 4 microphones | | | |
| | | | availability of electric outlets and free use of extension cords | | | |
| | | | Free use of projector and whiteboards | | | |
| | | | With free and strong WiFi connections | | | |
| | | | ***page 1 of 2*** | | | |
| | | | TOTAL APPROVED BUDGET FOR THE CONTRACT: One Hundred Thirty-Two Thousand Pesos Only (Php 132,000.00) | Note: Please specify brand model/origin . | | |

☐ 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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Date: (should be filled up by supplier)

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| Company Address | : |
| Contact Person | : |
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| Email Address | : |
| Company TIN | : |
| PhilGEPS Reg. No. | : |

MOP: NP-LOV

[illegible]

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|----------|--|
| PURPOSE: | Conduct of 45th National Disability Prevention and Rehabilitation Week Celebration |
| PR No.: | 2023-06-0849 NP-LOV |

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☐ Non-VAT

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