

REQUEST FOR QUOTATION

RFQ No. KC-2023-07-0238

Date: 25-Jul-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: samdomingo@dswd.gov.ph** not later than **5:00 PM on July 31, 2023 (Monday)**. 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 7/25/23
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: August 22-24, 2023
- Place of Delivery: within National Capital Region
- 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"**


SHEIWE ANN M. DOMINGO
Procurement Officer

Telefax: 5336-8106 to 07 loc. 24052
Contact Number: 0910-750-7941

Signature Over Printed Name
(Supplier)



Note: Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PHILGEPS). You may visit the PHILGEPS

RFQ No.: KC-2023-07-0238

Date: _____ (should be filled up by supplier)

MOP: NP - SVP

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	53	pax	Board and Lodging with meals for 3 days and 2 nights			
			Meals : AM Snack, Lunch, PM Snack and Dinner			
			Plated : AM and PM Snacks (with cold beverage)			
			Buffet : Lunch (Minimum of 3 viands with soup, dessert/fruits and cold drinks, no repetition of meals)			
			Title of the Activity: Regional Bayani Ka Awards			
			Preferred Venue: Hive Hotel or Madison 101			
			Date of Activity: 22 to 24 August 2023			
			Guaranteed Pax: 48 pax per conduct of activity			
			Check In Date and Time: 22 August 2023, 1:00 PM			
			Check Out Date and Time: 24 August 2023 12:00 NN			
			Airconditioned Room double or triple Sharing with individual bed per pax and free toiletries			
			Meal Schedule:			
			22 August 2023 : Lunch, PM Snacks and Dinner			
			23 August 2023 : Breakfast, AM Snacks, Lunch, PM Snacks and Dinner			
			24 August 2023 : Breakfast, AM Snacks, Lunch			
			Type of Food Serving:			
			Menu Selection: Hotel to submit menu with minimum of at least 3 viands, soup, dessert/fruits and cold drinks. Should include vegetables per meal. No repeating meal per menu and with flexibility to participants with food restrictions.			
			Inclusion:			
			1. One (1) night complimentary superior room to be used by the organizers			
			2. Free use of Airconditioned Conference Room. Day 1 - Classroom style; Day 2 - U-shape style (10:00am to 12:00nn); Day 2: Banquet style 5:00pm onwards (Day 2 Banquet is different function hall with high ceiling)			
			3. Airconditioned Conference Room can be use starting 9:00am of Day 1 for arriving of participants.			
			4. No obstructing pillars in the conference room. Preferably with high ceiling and projector flashes from top.			
			5. Availability of electric outlets and free use of extension cords.			
			6. With audio system and at least 5 microphones			
			7. Free use of projector and whiteboards including markers			
			8. Free use of reliable and uninterruptible wifi connection.			
			9. Free use of parking space.			
			10. Free flowing coffee and drinking water.			
			11. Free use of parking space.			
			12. Facilities must be PWD and Senior Citizen Friendly			
			13. Must be structurally sound, have fire escapes and firefighting equipments and CCTV			
			14. Free Tarpaulins(1-inside & 1-outside of conference hall)			
			15. Free basic styling (drapes) and 2 set of par lights			
			15. Free use of the function hall for technical rehearsals (August 21, halfday)			
			16. Free use of facilities and amenities (if applicable)			
			NOTE: Hotel/Restaurants/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 alike.			
			Nothing follows Page 1 of 1			
			TOTAL APPROVED BUDGET FOR THE CONTRACT: Two Hundred Thirty-Three Thousand Two Hundred Pesos only (Php233,200.00)	Note: Please specify brand model/origin.		

PURPOSE: Board and Lodging with Meals for the Conduct of Bayani Ka Awards training and culmination for Community-Driven Development champions

PR No.: KC-2023-07-0238

(Signature over Printed name)
Supplier



VAT
Non-VAT

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.



REQUEST FOR QUOTATION RECEIVING FORM

I Hereby certify that I _____, of

_____ has received the Request for

Quotation RFQ No. **KC-2023-07-0238** from DSWD MIMAROPA Region intended for the

Board and Lodging with Meals for the Conduct of Bayani Ka! Awards training and culmination for Community-Driven Development champions

Certified by:

(Signature Over Printed Name of Supplier)

Contact: _____

Email Address: _____

RFQ Delivered by:

(Signature Over Printed Name of Canvasser)

Position: _____

Date / Time of Delivery: _____

Note: This form shall be used and issued in cases when RFQ is personally delivered to prospective supplier/service provider.