



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

REQUEST FOR QUOTATION

RFQ No. **2023-08-08-1087 NP-LOV**

Date: **August 15, 2023**

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

Sir/Madam:

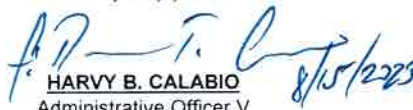
Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in **Annex A**. **Failure to indicate information could be basis for non-compliance**. Also, furnish us with descriptive brochures, catalogues, literatures 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 August 22, 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

Terms and Conditions:

1. Award shall be made on per: ☐ item basis ☒ total/quoted price ☐ lot basis
2. Price Validity shall be valid until: **One Hundred Twenty (120) Calendar days**
3. Services shall be delivered on: **September 20-22, 2023**

4. Place of Delivery: **Occidental Mindoro**
5. 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**

6. 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.**
7. For goods please indicate brand, model and country of origin.
8. In case of discrepancy between unit cost and total cost, unit cost shall prevail.
9. Please indicate warranty: _____
10. 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: 5336-8106 to 07 loc. 24052
Contact Number: 09984746898

Signature Over Printed Name
(Supplier)



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Date: _____ (should be filled up by supplier)

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

MOP: NP-LOV

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
1	36	pax	Board and Lodging for 2 days			
			25 guaranteed pax			
			Strengthening the Selected LCAT-VAWC in Occidental Mindoro: An Observance of The World Day Against Trafficking			
			Venue: Occidental Mindoro			
			Date: September 20-22, 2023			
			Check in: September 20, 2023 / 1:00 PM			
			Check out: September 22, 2023 / 12:00 NN			
			Room sharing: DOUBLE/TRIPLE SHARING with individual bed per pax			
			Meal schedule			
			September 20: PM snack, Dinner			
			September 21: Breakfast, AM snack, Lunch, PM snack, and Dinner			
			September 22: Breakfast, AM snack, Lunch			
			Type & Time of serving: <u>Buffet Meals & Plated Snacks</u>			
			Breakfast - 6:00 AM AM snack - 9:00 AM			
			Lunch - 12:00 NN PM snack - 3:00 PM			
			Dinner - 6:00 PM			
			Type of Food Serving:			
			Managed Buffet Breakfast, Lunch and Dinner			
			Plated Snacks			
			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 to Muslims and non-pork eaters, people with allergies			
			INCLUSIONS:			
			Free use of Airconditioned Conference room (can accommodate at least 36 pax and free from noise which is detrimental to the event)			
			page 1 of 2			
			Passing Rate = 85%			
			TOTAL APPROVED BUDGET FOR THE CONTRACT:			
			One hundred Fifty-Eight Thousand Four Hundred Pesos Only			
			(Php 158,400.00)			
				Note: Please specify brand model/origin.		

PURPOSE: Against Trafficking

PR No.: 2023-08-08-1087 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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			Schedule of use of function room-			
			September 20, 2023 - 2:00 PM - 7:00 PM			
			September 21, 2023 - 6:00 AM - 7:00 PM			
			September 22, 2023 - 6:00 AM - 12:00 PM			
			Free flowing coffee/chocolate/tea, drinking water, Candies and picka-picka			
			No obstructing pillars in the conference room			
			Availability of electric Outlets and free use of extension cords and white boards. big posting board			
			Complementary Welcome Tarpaulin for backdrop of the function room			
			With free LAN Internet WIFI connections and Free use Of parking space			
			facilities must be PWD and Senior Citizen Friendly			
			Must be structurally sound, have fire escapes and firefighting equipment and CCTV			
			Table and chairs are enough for participants and arrangement follows safety protocols in effect			
			Complementary Welcome Tarpaulin for backdrop Of the function room			
			Technician on standby for assistance			
			Complementary socialization night			
			Free hygienic alcohol in the common areas and conference rooms for the whole duration of the event			
			page 2 of 2			
			Passing Rate = 85%			
			TOTAL APPROVED BUDGET FOR THE CONTRACT:			
			One hundred Fifty-Eight Thousand Four Hundred Pesos Only			
			(Php 158,400.00)			
				Note: Please specify brand model/origin .		

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