



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

REQUEST FOR QUOTATION

RFQ No. 2023-08-1067 NP-LOV

Date: August 10, 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: eicnolasco@dswd.gov.ph** not later than **5:00 PM on August 18, 2023 (Friday)**. 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: AUGUST 30, 2023 TO SEPTEMBER 1, 2023
- Place of Delivery: HOTEL WITHIN PUERTO PRINCESA CITY, 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 "**


EMMA JOY NOLASCO

Telefax: 5336-8106 to 07 loc. 24052
Contact Number: 09994602492

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.**



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 2023-08-1067 NP-LOV

Date: _____ (should 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 |
|----------|------|------|---|--|-----------|------------|
| | | | INCLUSION: | | | |
| | | | Free Use of Airconditioned Conference Room (can accommodate the total number of pax and free from noise which is detrimental to the event) | | | |
| | | | Free flowing coffee, drinking water and candies | | | |
| | | | No obstructing pillars in the conference room | | | |
| | | | Availability of electric outlets and free use of extension cords | | | |
| | | | With audio system and at least four (4) microphones | | | |
| | | | Free use of atleast two (2) projectors and two (2) whiteboards (TV as projector is strictly not allowed) | | | |
| | | | With free strong wifi connections | | | |
| | | | Free use of parking space | | | |
| | | | Facilities must be PWD and Senior Citizen Friendly | | | |
| | | | Must be structurally sound, have fire escapes and firefighting equipments and CCTV | | | |
| | | | Food to be served should have vegetables and fruits and can adjust for Muslim and non pork eaters | | | |
| | | | Free one (1) Complimentary Room for the Secretariat before the day of the start of the activity (August 29, 2023) | | | |
| | | | Free use of facilities and amenities (if applicable) | | | |
| | | | Free provision of welcome tarpaulin for the participants 1pc 5x6 feet, 2pcs - 2x3 feet tarpaulin for the vehicle for the learning visit. The design of the tarpaulin will be provided by the secretariat of the activity. | | | |
| | | | Provision of Polo-Short for the Learning Visit of the participants (DSWD will provide the design) | | | |
| | | | Provision of 2 Vans/Vehicle for the learning visit on the 2nd day of the activity | | | |
| | | | 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 like | | | |
| | | | *****NOTHING FOLLOWS***** | | | |
| | | | TOTAL APPROVED BUDGET FOR THE CONTRACT: Ninety Six Thousand Eight Hundred Pesos Only (Php 96,800.00) | | | |
| | | | page 2 of 2 | | | |
| | | | | Note: Please specify brand model/origin. | | |

PURPOSE: CSO Consultation Dialogue cum Learning Visit

PR No.: 2023-08-1067 NP-LOV

☐ VAT
☐ Non-VAT

 (Signature over Printed name)
 Supplier

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