



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

REQUEST FOR QUOTATION

RFQ No. 2023-08-1153 NP-SVP

Date: September 12, 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 may be 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: [agsampan@dswd.gov.ph](mailto:agsampan@dswd.gov.ph) not later than **5:00 PM on September 19 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**  
Administrative Officer V  
Procurement Section Head

2/12/2023

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: **October 17, 2023**
- Place of Delivery: **WITHIN VICINITY OF CALAPAN CITY ORIENTAL MINDORO**
- 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](http://www.philgeps.gov.ph) to register"**

**ARIEL G. SAMPAN**  
Procurement Officer

Telefax: 5336-8106 to 07 loc. 24052  
Contact Number: 09984746898

Signature Over Printed Name  
(Supplier)



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RFQ No. 2023-08-1153

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	Unit Cost	Total Cost
			<b>VENUE RENTAL</b>			
1	1	Venue	2023 LISTAHANAN ANTIPOVERTY SYMPOSIUM			
			Venue: Within Vicinity of Calapan City, Oriental Mindoro			
			Date of Activity: October 17, 2023			
			Specifications:			
			Can accommodate 100 pax			
			Airconditioned with free use of wifi, sound system five(5) microphones			
			three (3) big screens (projectors)			
			With area/space for exhibit			
			Available for one day prior to the actual conduct			
			Conducive for formal gathering/event			
2	100	PAX	Catering Services (2 meals and 2 snacks)			
			<b>MEALS:</b>			
			Meal Schedule: October 17, 2023 (Breakfast and Lunch; AM Snacks PM Snacks)			
			<b>Type of Food Serving</b>			
			Managed Buffet (Breakfast and Lunch; AM Snacks PM Snacks)			
			Plated Snacks			
			<b>Menu Selection:</b>			
			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 for muslim and non-pork eaters			
			<b>TOTAL APPROVED BUDGET FOR THE CONTRACT:</b> Ninety-Five Thousand Pesos Only (Php 95,000.00)	Note: Please specify brand model/origin.		

PURPOSE: Venue Rental and Catering Services for the conduct of 2023 LISTAHANAN ANTIPOVERTY SYMPOSIUM

PR No.: 2023-08-1153 NP-SVP

☐ 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.