



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

REQUEST FOR QUOTATION

RFQ No. 2023-08-1134 NP-LOV

Date: September 15, 2023

Company Name \_\_\_\_\_  
Company Address \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Contact No. \_\_\_\_\_  
Email # \_\_\_\_\_  
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 unnoritized 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 unnoritized). 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](mailto:ccrvictorio@dswd.gov.ph) not later than **5:00 PM on September 22, 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. DALABIO  
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: **October 18-19, 2023**
- Place of Delivery: **Pinamalayan, 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"**

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	49	pax	Board and Lodging for 1 day			
44 guaranteed pax			Orientation on Mental Health Awareness and Stress Management for Residents and Staff of MIMAROPA youth Center			
			Venue: Pinamalayan, Oriental Mindoro			
			Date: October 18-19, 2023			
			Check in: October 18, 2023 / 2:00 NN			
			Check out: October 19, 2023 / 12:00 NN			
			Room Sharing: Airconditioned Room, Double and Quadruple Sharing with double bed per 2 pax and free toiletries			
			Meal schedule			
			October 18, 2023: AM snack, Lunch, PM snack, Dinner			
			October 19- Breakfast, AM snack, Lunch			
			Type & Time of serving: <u>Buffet Meals &amp; 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			
			Menu Selection			
			Serve fresh juice and/or powdered juice			
			Serve high fiber veggies, less salty & less sweets, fish, pork & beef, chicken and fruits for dessert			
			INCLUSIONS:			
			Use of Airconditioned Conference room (can accommodate at least 49 pax and free from noise which is detrimental to the event)			
			Schedule of use of function room- October 18, 2023-9:00 AM-5:00 PM October 19, 2023-8:00 AM-5:00 PM			
			Sharing with double bed per 2 pax and free toiletries			
			Free access to internet with atleast 20 Mbps speed			
			Conference room with free LCD			
			Projector with white screen, sound system			
			Provide at least 3-4 wireless microphones			
			White board with markers, provisions of extension cords			
			Mineral water (hot and cold)			
			Facilities must be structurally sound, have fire escapes and fire fighting equipments and CCTV			
			***nothing follows***			
			TOTAL APPROVED BUDGET FOR THE CONTRACT: One Hundred Twelve Thousand Seven Hundred Pesos Only (Php 112,700.00)	Note: Please specify brand model/origin .		

PURPOSE: Orientation on Mental Health Awareness and Stress Management for Residents and Staff of MIMAROPA youth Center  
PR No.: 2023-08-1134 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.**