



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

REQUEST FOR QUOTATION

RFQ No. 2023-09-1167 NP-LOV  
Date: September 11, 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 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](mailto:ccrvictorio@dswd.gov.ph) not later than **5:00 PM on September 18, 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,

  
**HARVEY 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: October 3-6, 2023
- Place of Delivery: Metro Manila
- 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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RFQ No. 2023-09-1167

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	Unit Cost	Total Cost
			<b>Board and Lodging</b>			
			<b>Protective Service Division's (PSD) Year-End Assessment and Planning Workshop CY 2023</b>			
			Venue: Metro Manila			
			Date: October 3-6, 2023			
1	56	pax	Board and Lodging for 3 days			
			53 guaranteed pax			
2	3	pax	Board and Lodging for 1 day			
			Check in: October 3, 2023 / 1:00 PM			
			Check out: October 6, 2023 / 12:00 NN			
			<b>Room sharing: Airconditioned room, double / triple sharing with individual bed per pax and free toiletries, with hot and cold shower, w/ cable TV, free WiFi, Telephone, towel, toothpaste, &amp; soap, and slipper provided</b>			
			<b>Meal schedule</b>			
			Oct. 3: PM snack (2:00 PM), Dinner			
			Oct. 4-5: Breakfast, AM snack, Lunch, PM snack, and Dinner			
			Oct. 6: Breakfast, AM snack, Lunch			
			<b>Type &amp; Time of serving: Buffet Meals &amp; Plated Snacks</b>			
			Breakfast - 6:00 AM AM snack - 9:00 AM			
			Lunch - 12:00 NN PM snack - 3:00 PM			
			Dinner - 6:00 PM			
			<b>Menu Section: Hotel to submit menu (Minimum of atleast 2 viands, rice, soup, desserts, and drinks)</b>			
			NO repeating meal per menu. Food to be served should have vegetables and fruits and can adjust for Muslim and non-pork eaters, people with allergies			
			<b>Other inclusions:</b>			
			Free use Air-conditioned Conference Room (can accommodate maximum Of 60 pax per conference room and free from noise which is detrimental to the event)			
			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			
			In-house technician available in the conference hall all though out the activity for technical support and trouble shooting issues during the event			
			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 fire-fighting 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			
			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.			
			***nothing follows***			
			<b>TOTAL APPROVED BUDGET FOR THE CONTRACT:</b>			
			Four Hundred Twenty-Seven Thousand Five Hundred Pesos Only			
			(Php 427,500.00)			
				Note: Please specify brand model/origin .		

PURPOSE: Protective Service Division's (PSD) Year-End Assessment and Planning Workshop CY 2023

PR No.: 2023-09-1167 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.