



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

REQUEST FOR QUOTATION

RFQ No. 2023-09-1190 NP-LOV  
Date: September 15, 2023

Company Name \_\_\_\_\_  
Company Address \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Contact No. \_\_\_\_\_  
Email # \_\_\_\_\_  
Company TIN \_\_\_\_\_  
PhilGEPS Reg. No. \_\_\_\_\_

Sir/Madam:

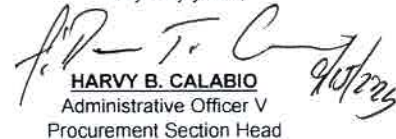
Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in **Annex A**. Failure to indicate information could be basis for non-compliance. Also, furnish us with descriptive brochures, catalogues, literatures and/or 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 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 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. 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 10-13, 2023
- Place of Delivery: Lumban, Laguna
- 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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(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	44	pax	Board and Lodging for for 4 days			
			40 guaranteed pax			
			SLP Program Review and Evaluation Workshop 2023			
			Venue: Lumban, Laguna			
			Date: October 10-13, 2023			
			Check In Date and Time: October 10, 2023; 12:00 PM Tuesday			
			Check Out Date and Time: October 13, 2023; 12:00 NN Friday			
			Room Sharing: Air conditioned room, Triple Sharing rooms with separate beds and per guest and free toiletries each			
			Meal schedule:			
			October 10: Lunch, PM snack, Dinner			
			Oct. 11-12- Breakfast, AM snack, Lunch, PM snack, and Dinner			
			October 13- Breakfast, AM snack			
			Type & Time of serving: <u>Buffet Meals &amp; Plated Snacks</u>			
			Breakfast - 6:00 AM AM snack - 9:00 AM			
			Lunch - 11:30 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, Soups, Deserts and Beverages)			
			Hotel to submit proposed menu 1 week before the training schedule			
			No repeating meal per menu "Meals to be served should have vegetables, fruits and can adjust for muslims and non-pork eater			
			***page 1 of 2***			
			TOTAL APPROVED BUDGET FOR THE CONTRACT:			
			Three Hundred Thirty Thousand Pesos Only			
			(Php 330,000.00)			
			Note: Please specify brand model/origin			

PURPOSE: SLP Program Review and Evaluation Workshop 2023

PR No.: 2023-09-1190 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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			Other Inclusions			
			Free use of Fully Airconditioned Session Hall/Conference Room spacious for activities and can accommodate 44 participants or more with Physical Distancing in compliance to IATF Guidelines			
			Structurally sound and safe for occupancy with enough Fire Exits, Fire fighting equipments CCTV, Elevators and Stairs			
			Facility must be PWD and Senior Citizen Friendly			
			Airconditioned guest room with cable TV			
			Bathroom with hot and cold showers with complete provision of toiletries (Towel, Toilet, Shampoo, Soap, Toothbrush)			
			No Obstruction pillars in the Conference Room/Session *Free use of team-building materials and must have space for outdoor team building activities for 44 pax *With registration area and free use of parking area			
			Free use of telephone lines, 1 projectors with 1 screen			
			sound system with 4 microphone outlets, Extension Cords,			
			Whiteboard, Whiteboard Marker and Eraser and other amenities			
			Free access and use of WiFi for both guests and conference rooms			
			Free flowing of Hot Coffee or Chocolate and Drinking Water/Diffused Water			
			Complementary 1 room night ahead for organizers for day At least one (1) Hotel Staff Available at any time to assist the secretariat during the session with logistical concerns Table and Chairs: Round table with 5 Pax Each Table			
			FREE 2 TARPAULINS OR LED BACKDROP (Design and size shall be provided by the end-user)			
			Passing Rate: 85%			
			***page 2 of 2***			
			***nothing follows***			
			<b>TOTAL APPROVED BUDGET FOR THE CONTRACT:</b>			
			Three Hundred Thirty Thousand Pesos Only			
			(Php 330,000.00)			
				Note: Please specify brand model/origin .		

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