



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

REQUEST FOR QUOTATION

RFQ No. 2023-09-1199 NP-LOV
Date: September 15, 2023

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

Sir/Madam:

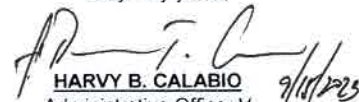
Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in Annex A. **Failure to indicate information could be basis for non-compliance.** Also, furnish us with descriptive brochures, catalogues, literatures and/or 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: 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 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	38	pax	Board and Lodging for for 4 days			
	30 guaranteed pax		Training on Handling Children with Special Needs & Disability Inclusive Reduction Preparedness and Readiness			
			Venue: DSWD MIMAROPA FO 1680 F.T. Benitez St. cor Malvar St., Malate, Manila			
			Date: October 10-13, 2023			
			Check In Date and Time: October 10, 2023; 1:00 PM Tuesday			
			Check Out Date and Time: October 13, 2023; 12:00 NN Friday			
			Room Sharing: Airconditioned Room Double /Triple			
			Sharing with individual bed per pax and free toiletries Air conditioned, with hot and cold shower, w/ cable TV, free Wi-Fi, telephone, Towel, toothpaste, soap & slipper provided			
			Meal Schedule:			
			Meal schedule			
			October 10: PM snack (2:00 PM), Dinner			
			Oct. 11-12- Breakfast, AM snack, Lunch, PM snack, and Dinner			
			October 13- Breakfast, AM snack, Lunch			
			Type & Time of serving: Buffet Meals & Plated Snacks			
			Breakfast - 6:00 AM AM snack - 9:00 AM			
			Lunch - 12:00 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, 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, people with allergies			
			page 1 of 2			
			TOTAL APPROVED BUDGET FOR THE CONTRACT: Two Hundred Thirty Thousand Pesos Only (Php 230,000.00)	Note: Please specify brand model/origin .		

PURPOSE: Training on Handling Children with Special Needs & Disability Inclusive Reduction Preparedness and Readiness

PR No.: 2023-09-1199 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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			Free use Airconditioned Conference Room (can accommodate maximum of 24 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			
			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 firefighting equipments and CCTV			
			Table and chairs are enough for participants and arrangement			
			follows safety protocols in effect. Complementary Welcome Tarpaulin for backdrop of the function room			
			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.			
			Approved Budget Cost: Php 228,000.00			
			Passing Rate: 85%			
2	4	pax.	Catering Service			
		4 guaranteed pax	MENU			
			AM SNACKS:			
			Pancit Canton, Puto, Bottled Juice			
			LUNCH:			
			2 Viand (meat)Fish), Vegetable, Rice, Hot Soup, Dessert, Bottled Water			
			PM SNACKS:			
			Egg Sandwich with Fries, Bottled Juice water and or other delicacies			
			Note: Caterer to send Menu			
			Approved Budget Cost: Php 2,000.00			
			page 2 of 2			
			nothing follows			
			TOTAL APPROVED BUDGET FOR THE CONTRACT:			
			Two Hundred Thirty Thousand Pesos Only			
			(Php 230,000.00)			
				Note: Please specify brand model/origin .		

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