

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Field Office MiMaRoPa Region 1680 F.T. Benitez corner Malvar Sts., Malate, Manila

REQUEST FOR QUOTATION

RFQ No. 2023-10-1264 NP-LOV

(Supplier)

		Date: October 11, 2023
Company Name		
Company Address	× * 	
Contact Person	-	
	-	
Contact No.		
Email Address	1	
Company TIN	3	
PhilGEPS Reg. No.	1	
Sir/Madam:		
expenses for the goo	ods listed in Annex A. Fa	ng delivery charges, VAT or other applicable taxes, and other incidental illure to indicate information could be basis for non -compliance. Also, ues, literatures and/or samples, if applicable.
	manufacturer, distributor, arized certification to this	or agent in the Philippines for goods listed in Annex A, please attach in your effect.
PhilGEPS Certificat in accordance with Omnibus Sworn Stat	e, latest Income/Busine the attached format ma ement (if previously subm	npany's Business Permit, Mayor's Permit, PCAB License (if applicable), ess Tax Return and a notarized or unnotarized Omnibus Sworn Statement irked as Annex B. If awarded, please submit immediately the duly notarized nitted is unnotarized. The Certificate of Platinum Membership maybe mit and PHILGEPS Registration Number.
Floor 1680 F T. Beni than 5:00 PM on Oc	tez corner Malvar Sts., Mi ctober 17, 2023 (Tuesdar r evaluation. Please indic	ther with Annex A to DSWD MIMAROPA Region -BAC Secretariat at 2nd lalate, Manila or email to: procurement.fomimaropa@dswd.gov.ph not later y). Quotations submitted to different email address(es) as stated above shall cate in the subject of your email the title of the Project using this format: IRFQ Very truly yours, HARVY B. CALABO Additional region -BAC Secretariat at 2nd later at 2nd lat
Terms and Condition	ons:	Administrative Officer V Procurement Section Head
1. Award shall be r	nade on per: Nitem	n basis x total quoted price lot basis
2 Price Validity sh	all be valid until: One Hund	dred Twenty (120) Calendar days
3. Services shall be		r 23-24, 2023
Place of Deliver		
Terms of Payme Payment through	And the second s	pon final inspection and acceptance and Demandable Accounts Payable- Advice to Debit Account)
Account Name:		Account Number :
Bank Name:		Branch:
		s accounts shall be charged a service fee e of fallure to make full delivery within the time specified above,
Liquidated Dam the amount of the am	500	hall be at least equal to one-tenth of one percent (0.001) of the cost of
Market and the second second second		delay shall be imposed. Once the cumulative amount of liquidated
damages reach	es ten percent (10%) of th	ne amount of contract, the Procuring Entity may rescind or terminate
		ourses of action and remedies available under the circumstances.
	e indicate brand, model and epancy between unit cost an	d country of origin. nd total cost, unit cost shall prevail.
Please indicate	7	er region, we way, with the extension programming
10. NOTE: "Pros	pective supplier must be reg GEPS). You may visit the Phil	gistered at the Philippine Government Electronic Procurement System IGEPS website at www. philgeps.gov.ph to register"
	Anthony A. Luz	
	rement Officer 8-5111 to 07 loc. 24052	Signature Over Printed Name (Supplier)

Procurement Form No. 04-A (Annex A)



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Field Office MiMaRoPa Region 1680 F.T. Benitez corner Maivar Sts., Malate, Manila

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

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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		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 basis for non-compliance"	Unit Cost	Total Cost
	30	рах	Board and Lodging for 1 day (3 Meals & 2 Snacks)			
			Title of the Activity: Conduct of LGU Centers Conference			
			Preferred Venue: Batangas City			
			Date of Activity: November 23-24, 2023			
		_	No. of Pax: 30 pax (guaranteed pax 25)			
			Approved Budget for the Contract: Php 78,000.00			
		1-11-11-	Check In Date and Time: November 23, 2023; 12PM			
			Check Out Date and Time: November 24, 2023; 12PM			
			Meal Schedule:			
		-	November 23, 2023: PM Snacks and Dinner			
		-	November 24,2023: Breakfast, AM Snacks, Lunch			
	-		Time of use; 7:00 am to 6:00 pm			
			Inclusion:			
-			Type of Food Serving			
			Managed Buffet Breakfast, Lunch and Dinner			
			2 Plated Snacks	· · · · · · · · · · · · · · · · · · ·		
		-	Menu Selection: Hotel to submit menu (minimum of at least 2 viands)			
			soup and dessert)			
			No repeating meal per menu			
			5, Free use of Airconditioned Conference Room (can accommodate more than 30 pax and free from noise which is detrimental to the event)			
			6. Room occupancy should follow IATF guidelines and protocols			
			Structurally sound and safe for occupancy with enough fire escapes, fire fighting equipment, CCTV, elevators, and stairs			
			8. Facilities must be PWD and Senior Citizen Friendly			
	1		Airconditioned venue with air humidifiers			
			10. No obstructing pillars in the conference room			
			11. The session hall/conference room is free from noise w/c is detrimental to the event/ meeting			
			12. With registration area			
			13. Free use of telephone line, projector w/ screen, speaker podium, sound system w/ 2 microphones, electric outlets, extension cords, and whiteboard marker & eraser and other amenities			
			14. Free Wi-Fi access for both guest and function rooms			
			15. Free use of parking space			
			PAGE 1 OF 1			

Procurement Form No. 04-A (Annex A)

DSWD

MIMAROPA

REGION

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Field Office MiMaRoPa Region 1680 F.T. Benitez corner Malvar Sts., Malate, Manila

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Date: MOP: NP-LOV (should be filled up by supplier)

Company Name

Company Address
Contact Person

Contact No.

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			16. At least one (1) hotel staff/attendant available at any given time during the session to assist the secretariat in			
			17 Food to be served should have vegetables and fruits and can be adjusted for Muslims and nonpork eaters		illia je i pl	
			18. Free one (1) complimentary room for the Regional Director			
		11,34	19. Free unlimited coffee and drinking water			
			>>> NOTHING FOLLOWS<<<	No.		
			NOTE: Note: End-user shall inform the Service Provider one to two weeks the exact date prior to the conduct of the activity			
-		-	TOTAL APPROVED BUDGET FOR THE CONTRACT			
			Seventy Eight Thousand Pesos Only (Php 78,000.00)			
			PAGE 2 OF 2			

PU	RP	OS	E

Board and Lodging for the Conduct of LGU Centers Conference

PR No.:

2023-10-1264 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 Unit within three (3) days from the date advance copy was served thru fax. 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.

Annex A





ADMINISTRATIVE DIVISION DSWD FIELD OFFICE MIAMROPA

DSWD-GF-008| REV 01 / 12 OCT 2021

REQUEST FOR QUOTATION (RFQ) RECEIVING FORM

I hereby certify that I	, of
	has received the Request for
Quotation (RFQ No) fr	
for	
	· •
Certified by:	
	P.
	→
(Signature Over Printed Name of Supplier)	
Contact No:	
Email Address:	
RFQ Delivered by:	
(Signature Over Printed Name of Canvasser)	
Position:	
Date /Time of Delivery:	
Note: This form shall be used and issued in cases when	n RFQ is personally delivered to a prospective supplier/service provide
	DACE 1