



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

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

REQUEST FOR QUOTATION

RFQ No. 2023-10-1268 NP-LOV

Date: October 10, 2023

Company Name _____
Company Address _____
Contact Person _____
Contact No. _____
Email Address _____
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: procurement.fomimaropa@dswd.gov.ph not later than **5:00 PM on October 16, 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,

HARVY B. CALABIO

Administrative Officer V
Procurement Section Head

10 OCT 2023

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: December 7-8, 2023
- Place of Delivery: Oriental Mindoro
- Terms of Payment: within 15-30 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"

Mark Anthony A. Luz

Procurement Officer

Telefax: 638-5111 to 07 loc. 24052

5928-5111

Signature Over Printed Name
(Supplier)



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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
1	277	pax	Board and Lodging for 1 day (3 Meals & 2 Snacks)			
			Title of the Activity: Year-End Review of SWAD Programs and Implementation			
			Preferred Venue: Within the Province of Oriental Mindoro			
			Date of Activity: December 7-8, 2023			
			No. of Pax: 277 pax (guaranteed pax 250)			
			Approved Budget for the Contract: Php 600,400.00			
			No of Night: 1 night			
			Check In Date and Time: December 7, 2023; 2PM			
			Check Out Date and Time: December 8, 2023, 12PM			
			Room Sharing Airconditioned Room Triple Sharing with individual bed per pax and free toiletries.			
			Meal Schedule:			
			December 7, 2023: PM Snacks and Dinner			
			December 8, 2023: Breakfast, AM Snacks, Lunch			
			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			
			Inclusion:			
			Free use of Airconditioned Conference Room (can accommodate more than 300 pax and free from noise which is detrimental to the event)			
			Unlimited free coffee and drinking water			
			No obstructing pillars in the conference room Availability of electric outlets and free use of extension cords			
			With audio system and at least 2 microphones			
			Free use of projector and whiteboards			
			With free strong wifi connections			
			Free use of parking space			
			Facilities must be PWD and Senior Citizen Friendly sound, have fire escapes and firefighting			
			Must be structurally equipment, have fire escapes and firefighting equipment and CCTV			
			Food to be served should have vegetables and fruits and can be adjusted for Muslims and nonpork eaters			
			Free Tarpaulin/Backdrop			
			Free use of facilities and amenities (if applicable)			
			NOTE: Hotels/Restaurants/Resorts should not be offering short-term lodging associated with the motel and should not be situated beside or across gambling establishment shops, nightclubs, funeral parlors, mortuaries, and other similar like			
			Rating Factors:			
			I. Availability - 5%			
			II. Location and Site Condition-			
			a. Accesibility-5%			
			b. Parking Space-5%			
			c. Security-5%			
			III. Neighborhood Data			
			a. Sanitation and Health Condition-10%			
			b. Near Hospital, Police and Fire Station/Establishinants-5%			
PAGE 1 OF 2						

Appendix A

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.	:	

[illegible]

PR No.: 2023-10-1268 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.**

REQUEST FOR QUOTATION (RFQ) RECEIVING FORM

I hereby certify that I _____, of _____
_____ has received the Request for
Quotation (RFQ No. _____) from DSWD MIMAROPA Region intended
for _____.

Certified by:

(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 RFQ is personally delivered to prospective supplier/service provider.