



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

REQUEST FOR QUOTATION

RFQ No: 2023-10-1349 NP-LOV  
Date: October 20, 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: [ccvictorio@dswd.gov.ph](mailto:ccvictorio@dswd.gov.ph) not later than **5:00 PM on October 24, 2023 (Tuesday)**. 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: **November 28-December 1, 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. 2023-10-1349

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<br>(Please fill out the specifications in the space provided)<br>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        | 30         | pax  | Board and Lodging for 3 dyas   |  |           |            |
| 27       | guaranteed | pax  | Quarterly Meeting Meeting of RJJWC - MIMAROPA  |  |           |            |
|          |            |      | Venue: Metro Manila  |  |           |            |
|          |            |      | Date: November 28 - December 1, 2023   |  |           |            |
|          |            |      | Check in: November 28, 2023 / 12:00 PM   |  |           |            |
|          |            |      | Check out: December 1, 2023 / 12:00 PM   |  |           |            |
|          |            |      | Room for 3 pax: 3 Triple-Sharing (3 single bed in room) with free wifi access, airconditioned, with TV, towel, dental kit, shampoo, sopa, tissue, hot and cold shower) |  |           |            |
|          |            |      | MEALS SCHEDULE:  |  |           |            |
|          |            |      | November 28: Lunch, PM snack, Dinner   |  |           |            |
|          |            |      | November 29-30: Breakfast, AM snack, Lunch, PM snack, and Dinner   |  |           |            |
|          |            |      | December 1- Breakfast, AM snack, Lunch, PM snack   |  |           |            |
|          |            |      | Type & Time of serving: <u>Buffet Meals &amp; Plated Snacks</u>  |  |           |            |
|          |            |      | Breakfast - 6:00 AM AM snack - 8:30 AM   |  |           |            |
|          |            |      | Lunch - 12:00 NN PM snack - 3:30 PM  |  |           |            |
|          |            |      | Dinner - 6:00 PM   |  |           |            |
|          |            |      | Menu Selection:  |  |           |            |
|          |            |      | Hotel to submit Menu (Minimum of atleast 3 viands, soup, dessert and beverages)  |  |           |            |
|          |            |      | Hotel will submit proposed menu of the day one (1) week before the meeting schedule  |  |           |            |
|          |            |      | No repeating meal per menu. "Food to be served should have vegetables and fruits and can adjust for muslims and non pork eaters  |  |           |            |
|          |            |      | Unlimited coffee   |  |           |            |
|          |            |      | INCLUSIONS:  |  |           |            |
|          |            |      | Free use of Airconditioned Conference room ( can accommodate at least 30 pax and free from noise which is detrimental to the event)                                    |  |           |            |
|          |            |      | Schedule of use of function room-  |  |           |            |
|          |            |      | November 28 - 12:00 PM - 6:00 PM   |  |           |            |
|          |            |      | November 29-30 - 8:00 AM - 6:00 PM   |  |           |            |
|          |            |      | December 1 - 8:00 AM - 12:00 PM  |  |           |            |
|          |            |      | Conference room with free LCD and without wall in the middle   |  |           |            |
|          |            |      | Projector with white screen, sound system, meeting pads and pencils, at least provide 3-4 wireless microphones, white board with markers provisions of extension cords |  |           |            |
|          |            |      | Facilities must be PWD and Senior Citizen Friendly   |  |           |            |
|          |            |      | Air conditioned venue with air humidifiers   |  |           |            |
|          |            |      | Free Wi-Fi access for both guest and function rooms  |  |           |            |
|          |            |      | Hotel must be DOT Accredited   |  |           |            |
|          |            |      | Note:  |  |           |            |
|          |            |      | End-user shall inform the Service Provider one to two weeks before the activity  |  |           |            |
|          |            |      | Payment will be done by RJJWC  |  |           |            |
|          |            |      | *IF THE TOTAL NUMBER OF THE PARTICIPANTS EXCEEDS THE GUARANTEED PARTICIPANTS, THE AGENCY WILL BE BILLED FOR THE ACTUAL NUMBER  |  |           |            |
|          |            |      | ***Nothing Follows ***   |  |           |            |
|          |            |      | TOTAL APPROVED BUDGET FOR THE CONTRACT:<br>Two Hundred Thiery-Four Thousand Pesos Only<br>(Php 234,000.00)   | Note: Please specify brand model/origin .  |           |            |

PURPOSE: Quarterly Meeting Meeting of RJJWC - MIMAROPA

PR No.: 2023-10-1349 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.**