

**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT**

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

**REQUEST FOR QUOTATION**

RFQ No.: 2023-11-1396 NP-LOV

Date: November 16, 2023

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

Sir/Madam:

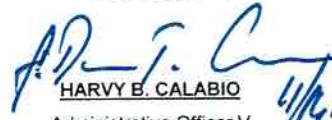
Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in **Annex A**. **Failure to indicate information could be basis for non-compliance.** Also, furnish us with descriptive brochures, catalogues, literatures 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.

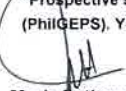
Please accomplish and submit this form together with Annex A to DSWD MIMAROPA Region -BAC Secretariat at 2nd Floor 1680 F.T. Benitez corner Malvar Sts., Malate, Manila or email to: [procurement.fomimaropa@dswd.gov.ph](mailto:procurement.fomimaropa@dswd.gov.ph) not later than **5:00 PM on November 16, 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: November 27-30, 2023
- Place of Delivery: Puerto Princesa, Palawan
- 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](http://www.philgeps.gov.ph) to register"

  
**Mark Anthony A. Luz**

Procurement Officer

Telefax: 5328-5111 to 07 loc. 24052

\_\_\_\_\_  
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	25	pax	<b>Board and Lodging for 4 days (November 27-30, 2023)</b>  Title of the Activity: Orientation for Area Supervisor, Enumerators, Encoders, Encoder Supervisor and Verifiers Preferred Venue: Puerto Princesa, Palawan Date of Activity: November 27-30, 2023 Guaranteed Pax: 25 pax No of Night: 3 nights Check In: 2pm onward November 27, 2023 Check Out: 12nn November 30, 2023 Room Sharing: Airconditioned Room Double/Triple Sharing with individual bed per pax and free toiletries Meal Schedule: Breakfast: 6 am, AM Snacks: 8:30, Lunch: 12 pm, PM Snacks 3:30, Dinner: 6 pm November 27, 2023 : PM Snacks, Dinner November 28, 2023 : Breakfast, AM Snacks, Lunch, PM Snacks and Dinner November 29, 2023 : Breakfast, AM Snacks, Lunch, PM Snacks and Dinner November 30, 2023 : Breakfast, AM Snacks and 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) a week before the day of activity No repeating meal per menu Inclusion: Schedule of use Function Hall November 27, 2023: 10 am - 6 pm November 28, 2023 : 8 am - 6 pm November 29, 2023: 8 am - 6 pm November 30, 2023: 8 am - 12 pm - Free Flowing Coffee and Drinking water - Use of conference room, 5 wireless microphones, LCD projector, white screen, extension cords, white board with markers and eraser - The session/meeting room is free from noise w/c is detrimental to the event/ meeting - Food to be served should have vegetables and fruits and can adjust for Muslim and non pork eaters - No obstructing pillars in the conference room - Welcome tarpaulin and backdrop to function room - free use of internet wifi (room and session hall) 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. NOTE: IF THE TOTAL NUMBER OF THE PARTICIPANTS EXCEEDS THE GUARANTEED PARTICIPANTS, THE AGENCY WILL BE BILLED FOR THE ACTUAL NUMBER BUT NOT MORE THAN THE MAXIMUM NO. OF PARTICIPANTS >>> nothing follows<<< Passing rate: 85 % <div style="border: 1px solid black; border-radius: 50%; padding: 10px; text-align: center; margin: 10px auto; width: fit-content;">             TOTAL APPROVED BUDGET FOR THE CONTRACT              One Hundred Seventy-Four Thousand Pesos Only              (Php 174,000.00)           </div>		
Note: Please specify brand model/origin. PAGE 1 OF 1					

PURPOSE: Board and Lodging of Area Supervisor, Enumerators, Encoders, Encoder Supervisor and Verifiers Orientation for the 4PS Special Assessment (PALAWAN CLUSTER)

PR No.: 2023-11-1396

☐ 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 a prospective supplier/service provider.*