



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

REQUEST FOR QUOTATION

RFQ No. 2023-11-1395 NP-LOV

Date: November 14, 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 November 17, 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 11/16/2023
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 21-24, 2023
- Place of Delivery: Calapan, Oriental Mindoro
- 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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RFQ No. 2023-11-1395

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 (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	45	pax	Board and Lodging for 3 days			
	40 guaranteed pax		Area Supervisor, Enumerators, Admin Assistant, Enumerators and Verifiers Orientation for the 4PS Special Assessment (MIMARO CLUSTER)			
			Venue: Calapan, Oriental Mindoro			
			Date: November 21-24, 2023			
			Check in: November 21, 2023 / 2:00 PM			
			Check out: November 24, 2023 / 12:00 PM			
			Room sharing: Airconditioned Room Double/Triple Sharing (standard size) with individual bed per pax and free toiletries			
			Meal schedule			
			Nov. 21: PM snack, Dinner			
			Nov. 22-23: Breakfast, AM snack, Lunch, PM snack, and Dinner			
			Nov. 24: 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			
			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/day			
			INCLUSIONS:			
			Free use of Airconditioned Conference room (can accommodate at least 50 pax and free from noise which is detrimental to the event)			
			Schedule of use of function room:			
			November 21, 2023 - 10:00 am - 6:00 pm			
			November 22-23, 2023 - 8:00 am - 6:00 pm			
			November 24, 2023 - 8:00 am - 7:00 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)			
			*if the total number of participants exceeds the guaranteed number of participants, the agency will be billed based on the actual number of pax, but shall not exceed the maximum of participants.			
			nothing follows			
			TOTAL APPROVED BUDGET FOR THE CONTRACT:			
			Two Hundred Seventy Thousand Pesos Only			
			(Php 270,000.00)			
				Note: Please specify brand model/origin.		

PURPOSE: Area Supervisor, Enumerators, Admin Assistant, Enumerators and Verifiers Orientation for the 4PS Special Assessment (MIMARO CLUSTER)
PR No.: 2023-11-1395 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.