

REQUEST FOR QUOTATION

RFQ No. **2023-10-1284 NP-LOV**

Date: **November 20, 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: [eicnolasco@dswd.gov.ph](mailto:eicnolasco@dswd.gov.ph)** not later than **5:00 PM on November 24, 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. GALABIO**  
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: **December 13-15, 2023**
- Place of Delivery: **HOTEL WITHIN ROMBLON**
- 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 "**



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

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RFQ 2023-10-1284 NP-LOV

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 basis for non-compliance."	Unit Cost	Total Cost
1	91	pax	Board and Lodging (3 days and 2 nights)			
	77 guaranteed pax		YEAR-END LEARNING AND WELLNESS SESSION ON STRENGTHENING TEAMWORK AND STAKEHOLDERS MANAGEMENT FOR PANTAWID PAMILYA REGIONAL AND PROVINCIAL STAFF			
			Preferred Venue: Hotel within Romblon			
			Date of Activity: December 13-15, 2023			
			Check In Date and Time: December 13, 2023, 12nn Wednesday			
			Check Out Date and Time: December 15, 2023 12nn Friday			
			Room Sharing: Airconditioned Room, Twin/Triple Sharing with individual bed per pax and complete toiletries			
			MEAL SCHEDULE:			
			December 13, 2023: Lunch, PM Snack and Dinner			
			December 14, 2023: Breakfast, AM Snack, Lunch, PM Snack and Dinner			
			December 15, 2023: Breakfast and AM Snack			
			TYPE OF FOOD SERVING:			
			Managed Buffet Breakfast, Lunch and Dinner			
			Plated Snacks			
			Menu Selection: Hotel to submit Menu (minimum of rice, 2 viands, 1 vegetable, side dish, soup, dessert, drinks) upon submission of RFQ			
			No repeating meal per menu			
			*****NOTHING FOLLOWS*****			
			page 1 of 2			
				Note: Please specify brand model/origin .		

PURPOSE: YEAR-END LEARNING AND WELLNESS SESSION ON STRENGTHENING TEAMWORK AND STAKEHOLDERS MANAGEMENT FOR PANTAWID PAMILYA REGIONAL AND PROVINCIAL STAFF  
PR No.: 2023-10-1284 NP-LOV

(Signature over Printed name)  
Supplier

☐ VAT  
☐ Non-VAT

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.

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(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.: 2023-10-1284 NP-LOV

VAT  
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