



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

REQUEST FOR QUOTATION

RFQ No. 2024-01-0044 NP-LOV  
Date: January 26, 2024

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

Sir/Madam:

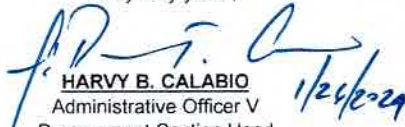
Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in Annex A. **Failure to indicate information could be basis for non-compliance.** Also, furnish us with descriptive brochures, catalogues, literatures and/or 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 may be 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](mailto:ccrvictorio@dswd.gov.ph) not later than **5:00 PM on February 2, 2024 (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: May 27-31, 2024
- Place of Delivery: Palawan
- 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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MOP: NP-LOV

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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        | 58   | pax               | Board and Lodging for 4 days   |  |           |            |
|          |      | 50 guaranteed pax | Sibol Camp 2024: Kinaadman: The Regional Training Officers Forum and the SLP Communications and Social Marketing Operations (COSMO) Conference |  |           |            |
|          |      |                   | Venue: Palawan   |  |           |            |
|          |      |                   | Date: May 27-31, 2024  |  |           |            |
|          |      |                   | Check in: May 27, 2024 / 12:00 PM  |  |           |            |
|          |      |                   | Check out: May 31, 2024 / 12:00 PM   |  |           |            |
|          |      |                   | Room sharing: TRIPLE SHARING with separate beds and per guest and free toiletries each   |  |           |            |
|          |      |                   | <b>Meal schedule</b>   |  |           |            |
|          |      |                   | May 27 : Lunch, PM snack, Dinner   |  |           |            |
|          |      |                   | May 28-30 : Breakfast, AM snack, Lunch, PM snack, and Dinner   |  |           |            |
|          |      |                   | May 31 : Breakfast, AM snack, Lunch  |  |           |            |
|          |      |                   | <b>Type &amp; Time of serving: Buffet Meals &amp; Plated Snacks</b>  |  |           |            |
|          |      |                   | Breakfast - 6:00 AM AM snack - 9:00 AM   |  |           |            |
|          |      |                   | Lunch - 12:00 NN PM snack - 3:00 PM  |  |           |            |
|          |      |                   | Dinner - 6:00 PM   |  |           |            |
|          |      |                   | <b>Menu Selection</b>  |  |           |            |
|          |      |                   | Hotel to submit menu (Minimum of at least 2 Viands, Soups, Deserts and Beverages)  |  |           |            |
|          |      |                   | Hotel to submit proposed menu 1 week before the training schedule  |  |           |            |
|          |      |                   | No repeating meal per menu   |  |           |            |
|          |      |                   | Meals to be served should have vegetables, fruits and can adjust for muslims and non-pork eater  |  |           |            |
|          |      |                   | ***page 1 of 2***  |  |           |            |
|          |      |                   | <b>TOTAL APPROVED BUDGET FOR THE CONTRACT:</b>   |  |           |            |
|          |      |                   | Six Hundred Three Thousand Two Hundred Pesos Only  | <b>Note: Please specify brand model/origin .</b>   |           |            |
|          |      |                   | (Php 603,200.00)   |  |           |            |

PURPOSE: Sibol Camp 2024: Kinaadman: The Regional Training Officers Forum and the SLP Communications and Social Marketing Operations (COSMO) Conference  
PR No.: 2024-01-0044 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.**



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MOP: NP-LOV

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|----------|------|------|--|---|-----------|------------|
|          |      |      | INCLUSIONS:  |   |           |            |
|          |      |      | Free use of Fully Airconditioned Session Hall/Conference Room spacious for activities and can accommodate 136 participants or more with Physical Distancing in compliance to IATF Guidelines |   |           |            |
|          |      |      | Schedule of use of function room-<br>May 27 : 12:00 PM - 6:00 PM<br>May 28-30 : 7:00 AM - 6:00 PM<br>May 31 : 7:00 AM - 12:00 PM   |   |           |            |
|          |      |      | Structurally sound and safe for occupancy with enough pax Fire Exits. Fire fighting equipments CCTV, Elevators and Stairs  |   |           |            |
|          |      |      | Facility must be PWD and Senior Citizen Friendly   |   |           |            |
|          |      |      | Airconditioned guest room with cable TV  |   |           |            |
|          |      |      | Bathroom with hot and cold showers with complete provision of toiletries (Towel, Toilet, Shampoo, Soap, Toothbrush)  |   |           |            |
|          |      |      | No Obstruction pillars in the Conference Room/Session  |   |           |            |
|          |      |      | Session hall must be free from distractive noise detrimental to the event  |   |           |            |
|          |      |      | With registration area and free use of parking area  |   |           |            |
|          |      |      | Free use of telephone lines, 2 projectors with 2 screens, sound system with 4 microphone outlets, Extension Cords, Whiteboard, Whiteboard Marker and Eraser and other amenities              |   |           |            |
|          |      |      | Free access and use of WiFi for both guests and conference rooms   |   |           |            |
|          |      |      | Free flowing of Hot Coffee or Chocolate and Drinking Water/Diffused Water  |   |           |            |
|          |      |      | Complementary 1 room for 3 Pax night ahead for organizers for day 0  |   |           |            |
|          |      |      | At least one (2) Hotel Staff Available at any time to assist the secretariat during the session with logistical concerns   |   |           |            |
|          |      |      | Free use of Team Building Materials and Amenities for outdoor activities Table and Chairs. Round table with 8 Pax Each Table   |   |           |            |
|          |      |      | FREE TARPULINE OR LED BACKDROP (Design and size shall be provided by the end-user)   |   |           |            |
|          |      |      | <b>*IF THE TOTAL NUMBER OF THE PARTICIPANTS EXCEEDS THE GUARANTEED PARTICIPANTS, THE AGENCY WILL BE BILLED FOR THE ACTUAL NUMBER</b>   |   |           |            |
|          |      |      | ***page 2 of 2***  |   |           |            |
|          |      |      | ***nothing follows***  |   |           |            |
|          |      |      | <b>TOTAL APPROVED BUDGET FOR THE CONTRACT:</b><br>Six Hundred Three Thousand Two Hundred Pesos Only<br>(Php 603,200.00)  | Note: Please specify brand model/origin .   |           |            |

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