



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

REQUEST FOR QUOTATION

RFQ No.: 2024-02-0169 NP-LOV  
Date: February 21, 2024

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

Sir/Madam:

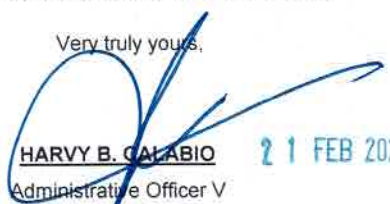
Please quote your government price/s including delivery charges, VAT or **other applicable taxes**, and other incidental expenses for the goods listed in **Annex A**. **Failure to indicate information could be basis for non-compliance**. Also, furnish us with descriptive brochures, catalogues, literatures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

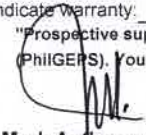
Please accomplish and submit this form together with Annex A to DSWD MIMAROPA Region -BAC Secretariat at 2nd Floor 1680 F.T. Benitez corner Malvar Sts., Malate, Manila **or email to: [maaluz@dswd.gov.ph](mailto:maaluz@dswd.gov.ph)** not later than **5:00 PM on February 26, 2024 (Monday)**. Quotations 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** 21 FEB 2024  
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: March 12-15 2024
- 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)



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

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

RFQ No.: 2024-02-0169

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	60	pax	Board and Lodging for 3 days (Orientation and Workshop on DROMIC Reporting Guidelines and Protocol on March 12-15, 2024)			
			<b>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</b>			
			<b>Preferred Venue: Hotel within Puerto Princesa, Palawan</b>			
			<b>Date of Activity: March 12-15, 2024</b>			
			<b>Guaranteed Pax: 55 pax</b>			
			<b>Check In Date and Time:</b>			
			March 12, 2024; 8:00 AM for Secretariat (3 pax)			
			March 12, 2024; 12:00 PM for Participants( 57 pax)			
			<b>Check Out Date and Time: March 15,2024 for all; 2:00 PM</b>			
			<b>Room Sharing: Airconditioned, Triple and/or double sharing with INDIVIDUAL BED PER PAX and bathrooms with Hot and Cold Shower with enough toiletries (towel, toothpaste, soap, and shampoo) drinking water with utensils, coffee, wifi, tv with cable connection, with available iron for clothes.</b>			
			<b>Meal Schedule:</b>			
		✓	March 12, 2024: Lunch for 3 pax (Secretariat)			
		✓	March 12, 2024: 60 pax (PM Snacks, Dinner)			
		✓	March 13-14, 2024: 60 pax (Breakfast, AM Snacks, Lunch, PM Snacks, Dinner)			
			March 15, 2024: (Breakfast, AM Snacks, Lunch)			
			<b>Type of Food Serving</b>			
			<b>Managed Buffet:</b> Breakfast(6 am), Lunch(12 nn) and Dinner (6 pm)			
			<b>Plated Snacks:</b> AM Snacks 9:30 am, PM Snacks 3 pm			
			<b>Menu Selection:</b> The hotel to submit menu 3 main dish including vegetables, soup, dessert			
			No repeating meal per menu			
			Hotel will submit proposed menu of the day a week before the training schedule			
			Food to be served should have vegetables and fruits and can be adjusted for Muslims and nonpork eaters			
			<b>Inclusion:</b>			
			Structurally sound and safe for occupancy with enough Fire escapes, Fire Fighting Equipments, CCTV, Elevators and Stairs			
			Facilities must be PWD and Senior Citizens-Friendly			
			"Use of Airconditioned function room (can accommodate 100 pax) and Guest Rooms with cable TV			
			<b>APPROVED BUDGET FOR THE CONTRACT: Four Hundred Sixty Eight Thousand Pesos Only (Php 468,000.00)</b>			
				<b>Note: Please specify brand model/origin.</b>		

PURPOSE: Accommodation with meals for 3 days Board and Lodging for Orientation and Workshop on DROMIC Reporting Guidelines and Protocol on March 12-15, 2024

PR No.: 2024-02-0169

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.



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

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

RFQ No.: 2024-02-0169

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
			The Session Hall/Function Hall/Conference Hall is free noise which is detrimental to the event/activity/meeting		
			FREE Wi-fi access to both Guest/ Function Halls and Rooms		
			"Free flowing of Brewed Coffee and Tea/Drinking Water		
			Atleast one (1) Hotel Attendant/Staff available at any given time during session to assist the Secretariat with Logistic Concerns		
			"Two (2) Tarpaulin free of charge -Welcome Tarpaulin (10L x 4H) & Design to be sent by the organizer -Welcome Display on Monitor Ty to be displayed in the lobby		
			*One (1) complimentary room for the secretariat		
			<b>Function Room Arrangements:</b>		
			"FREE use of Fully-Airconditioned Session Hall/Conference Room, spacious for activities and can accommodate 60 participants from 7:00am until 7:00pm		
			"No obstructing pillars in the Conference Hall/Room and should be high ceiling		
			*Tables and chairs: Round table type with cloth		
			"Strong Wi-Fi connection (free of charge) for Conference Hall and Room		
			"FREE Use of Projector with Screen with splitter, Good to High-Quality Audio System, with at least 3-4 wireless microphones, availability of electric outlets and extension cords in the Conference Hall, Rostrum with 1 Philippine Flagpole and other Amenities		
			*FREE Pencil/Ballpen and Notepads for the participants daily		
			>>> nothing follows<<<		
			Contact Person: Alexander C. Catugas Contact Number: 09664665545		
			APPROVED BUDGET FOR THE CONTRACT: Four Hundred Sixty Eight Thousand Pesos Only (Php 468,000.00)		
			Note: Please specify brand model/origin.		

PURPOSE: Accommodation with meals for 3 days Board and Lodging for Orientation and Workshop on DROMIC Reporting Guidelines and Protocol on March 12-15, 2024

PR No.: 2024-02-0169

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.



ADMINISTRATIVE DIVISION  
DSWD FIELD OFFICE MIMAROPA

DSWD-GF-008| REV 01 / 12 OCT 2021

## 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.*