



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

REQUEST FOR QUOTATION

RFQ No.: 2024-02-0170 NP-LOV
Date: February 21, 2024

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

Sir/Madam:

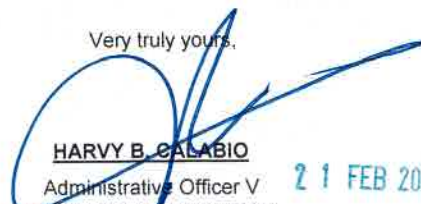
Please quote your government price/s including delivery charges, VAT or **other applicable taxes**, and other incidental expenses for the goods listed in **Annex A**. **Failure to indicate information could be basis for non-compliance**. Also, furnish us with descriptive brochures, catalogues, literatures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

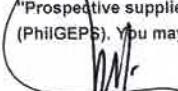
Very truly yours,


HARVY B. GALABIO
Administrative Officer V
Procurement Section Head

21 FEB 2024

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 18-21, 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 to register"


Mark Anthony A. Luz
Procurement Officer

Telefax: 5328-5111 to 07 loc. 24052

Signature Over Printed Name
(Supplier)



Note: Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PHILGEPSS). You may visit the PHILGEPSS website at www.philgeps.gov.ph to register

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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 : _____
PhilGEPSS 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 18-21, 2024)		
			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		
			Preferred Venue: Hotel within Puerto Princesa, Palawan		
			Date of Activity: March 18-21, 2024		
			Guaranteed Pax: 55 pax		
			Check In Date and Time: March 18, 2024; 8:00 AM for Secretariat (3 pax) March 18, 2024; 12:00 PM for Participants(57 pax)		
			Check Out Date and Time: March 21,2024 for all; 2:00 PM		
			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.		
			Meal Schedule:		
			March 18, 2024: Lunch for 3 pax (Secretariat)		
			March 18, 2024: 60 pax (PM Snacks, Dinner)		
			March 19-20, 2024: 60 pax (Breakfast, AM Snacks, Lunch, PM Snacks, Dinner)		
			March 21, 2024: (Breakfast, AM Snacks, Lunch)		
			Type of Food Serving		
			Managed Buffet: Breakfast(6 am), Lunch(12 nn) and Dinner (6 pm)		
			Plated Snacks: AM Snacks 9:30 am, PM Snacks 3 pm		
			Menu Selection: 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		
			Inclusion:		
			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		
			APPROVED BUDGET FOR THE CONTRACT: Four Hundred Sixty Eight Thousand Pesos Only (Php 468,000.00)		
			Note: Please specify brand model/origin.		
PAGE 1 OF 2					

PURPOSE: Accomodation with meals for 3 days Board and Lodging for Orientation and Workshop on DROMIC Reporting Guidelines and Protocol on March 18-21, 2024

PR No.: 2024-02-0170

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.

