



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

REQUEST FOR QUOTATION

RFQ No.: 2024-02-0185 NP-LOV
Date: February 26, 2024

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

Sir/Madam:

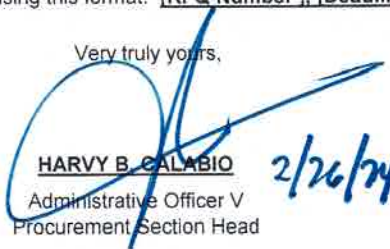
Please quote your government price/s including delivery charges, VAT or **other applicable taxes**, and other incidental expenses for the goods listed in **Annex A**. **Failure to indicate information could be basis for non-compliance**. Also, furnish us with descriptive brochures, catalogues, literatures 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 March 4, 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]**.

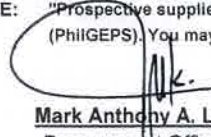
Very truly yours,


HARVY B. CALABIO
Administrative Officer V
Procurement Section Head

2/26/24

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 20-22, 2024
- Place of Delivery: Hotel within Metro Manila
- 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)



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MOP: NP-LOV

Company Name : _____
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 Contact Person : _____
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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	42	pax	Board and lodging for the conduct of Consultation & Orientation to Selected LGU on the EPAHP Program and CBO mapping workshop			
			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 Metro Manila			
			Date of Activity: March 20-22, 2024			
			Guaranteed Pax: 39 pax			
			Check In Date and Time:			
			March 19, 2024; 6:00 PM for Secretariat (5 pax)			
			March 20, 2024; 12:00 PM for Participants(37 pax) (Early Check In)			
			Check Out Date and Time: March 22,2024 for all; 12:00 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 19, 2024: Dinner for 5 pax (Secretariat)			
			March 20, 2024: 5 pax (Breakfast)			
			March 20, 2024: 42 pax (Lunch PM Snacks, Dinner)			
			March 21, 2024: 42 pax (Breakfast, AM Snacks, Lunch, PM Snacks, Dinner)			
			March 22, 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: Two Hundred Eighteen Thousand Four Hundred Pesos Onl (Php 218,400.00)			
			Note: Please specify brand model/origin.			
PAGE 1 OF 2						

PURPOSE: Board and lodging for the conduct of Consultation & Orientation to Selected LGU on the EPAHP Program and CBO mapping workshop

PR No.: 2024-02-0185

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.



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			✓ 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 Hygiene Kit for all participants (Facemask)		
			✓ "Free flowing of Brewed Coffee and Tea/Drinking Water		
			✓ Atleast two (2) Hotel Attendant/Staff available at any given time during session to assist the Secretariat with Logistic Concerns		
			✓ "Two (3) Tarpaulin free of charge - Back drop Tarpaulin (10L x 4H) - Welcome Tarpaulin (10L x 4H) & Design to be sent by the organizer - Tarp for photo wall (8fH x 10fL)		
			✓ *Free, two (2) complimentary room for the guest (will be utilized if the guest will stay in the venue the activity)		
			Function Room Arrangements:		
			✓ "FREE use of Fully-Airconditioned Session Hall/Conference Room, spacious for activities and can accommodate 42 participants		
			✓ "No obstructing pillars in the Conference Hall/Room and should be high ceiling		
			✓ *Tables and chairs: Classroom type		
			✓ *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<<<		
			APPROVED BUDGET FOR THE CONTRACT: Two Hundred Eighteen Thousand Four Hundred Pesos Only (Php 218,400.00)		
			PAGE 2 OF 2		
				Note: Please specify brand model/origin.	

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