



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

REQUEST FOR QUOTATION

RFQ No.: 2024-01-0046 NP-LOV  
Date: March 14, 2024

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

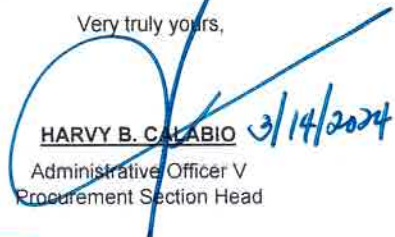
Sir/Madam:

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.

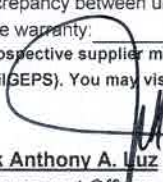
Additionally, please attach copies of your **Company's Business Permit, Mayor's Permit, PCAB License (if applicable), PhilGEPS Certificate, latest Income/Business Tax Return and a notarized or unnotarized Omnibus Sworn Statement in accordance with the attached format marked as Annex B**. If awarded, 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: [procurement.fomimaropa@dswd.gov.ph](mailto:procurement.fomimaropa@dswd.gov.ph)** not later than **5:00 PM on March 21, 2024 (Thursday)**. 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** 3/14/2024  
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: October 22-25, 2024
- Place of Delivery: Hotels 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](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)



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

RFQ No.: 2024-01-0046

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	45	pax	Board and Lodging for 3 days			
<b>Guaranteed Pax: 40 pax</b>			<b>Title of the Activity: Board and lodging for the conduct of 2024 Regional Integrated Performance Review and Evaluation Workshop (IPREW)</b>			
			<b>Preferred Venue: Hotel within Metro Manila</b>			
			<b>Date of Activity: October 22-25, 2024</b>			
			<b>No of Night: 3 nights</b>			
			<b>Check In Date and Time: October 22, 2024; 12:00 AM</b>			
			<b>Check Out Date and Time: October 25, 2024, 12:00 PM</b>			
			<b>Time use of Conference: 7:00 am to 6:00 pm</b>			
			<b>Meal Schedule:</b>			
			October 22 - Lunch, PM Snack and Dinner			
			October 23 - Breakfast, AM Snack, Lunch, PM Snack and Dinner			
			October 24 - Breakfast, AM Snack, Lunch, PM Snack and Dinner			
			October 25 - Breakfast, AM Snack			
			<b>Type of Food Serving</b>			
			Managed Buffet: Breakfast(6:00am), Lunch(12:00nn) and Dinner(6:00pm)			
			Plated Snacks: AM Snack (9:00am) PM Snack (3:00pm)			
			Menu Selection: The hotel to submit menu 3 main dish including vegetables, soup, dessert			
			Free unlimited flowing coffee, tea and water			
			No repeating meal per menu			
			<b>Inclusion:</b>			
			1. Room occupancy should follow IATF guidelines and protocols			
			2. Structurally sound and safety for occupancy with enough fire escapes, fire fighting equipments, CCTV, elevators and stairs			
			3. Facilities must be PWD and Senior Citizen Friendly			
			4. Airconditioned venue with air humidifiers			
			5. No obstructing pillars in the conference room			
			6. The session hall/conference room is free from noise w/c is detrimental to the event/ meeting			
			7. With registration area			
			8. Free use of telephone line, projector w/ screen, speaker podium, sound system w/ 2 microphones, electric outlets, extension cords, whiteboard and whiteboard marker & eraser and other amenities			
			9. Free Wi-Fi access for both guest and function rooms			
			10. Free use of parking space			
			11. Venue must have a large monitor TV screen for the conference call and other necessary materials/technology for conference call			
			12. At least one (1) hotel staff/attendant available at any given time during the session to assist the secretariat in logistical concerns			
			13. Provision of advance party for the secretariat team ( 1 complementary room, 1 day only)			
			<b>Note: End-user shall inform the Service Provider one to two weeks the exact date prior to the conduct of the activity.</b>			
			<b>Note: The secretariat will provide the final list of participants in the first day of activity.</b>			
			>>> nothing follows<<<			
			<b>APPROVED BUDGET FOR THE CONTRACT:</b>			
			Three Hundred Twenty Four Thousand Pesos Only			
			(Php 324,000.00)			
				Note: Please specify brand model/origin.		
<b>PAGE 1 OF 1</b>						

PURPOSE: Board and lodging for the conduct of 2024 Regional Integrated Performance Review and Evaluation Workshop (IPREW)

PR No.: 2024-01-0046

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.**