



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

REQUEST FOR QUOTATION

RFQ No.: 2024-03-0212 NP-LOV  
Date: March 18, 2024

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

Sir/Madam:

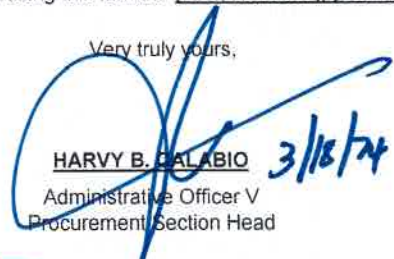
Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in Annex A. **Failure to indicate information could be basis for non-compliance.** Also, furnish us with descriptive brochures, catalogues, literatures and/or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

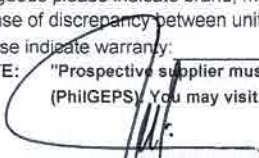
Please accomplish and submit this form together with Annex A to DSWD MIMAROPA Region -BAC Secretariat at 2nd Floor 1680 F.T. Benitez corner Malvar Sts., Malate, Manila **or email to: [maaluz@dswd.gov.ph](mailto:maaluz@dswd.gov.ph)** not later than **5:00 PM on March 25, 2024 (Monday)**. Quotations submitted 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. DALABIO** 3/18/24  
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 20-24, 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](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)



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MOP: NP-LOV

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 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	37	pax	<b>Board and lodging for the conduct of Training of Trainers on Disaster Risk Reduction Management, Preparedness and Mitigation with BLS training among PWD focal persons and PDAO personnel ( 4 days and 3 nights)</b>		
Guaranteed Pax: 30 pax			Preferred Venue: Hotel within Metro Manila		
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			Date of Activity: May 20-24, 2024		
			Check In Date and Time: May 20, 2024; 1:00 PM		
			Check Out Date and Time: May 24, 2024 ; 12:00 PM		
			<u>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.</u>		
			<b>Meal Schedule:</b>		
			✓ May 20, 2024: PM Snack at 2 pm, Dinner 6 pm		
			✓ May 21-23 2024: Breakfast at 6 am, AM Snack at 9 am Lunch at 12 pm, PM Snacks at 3pm, Dinner at 6 pm)		
			✓ May 24, 2024: Breakfast at 6 am, AM Snack at 9 am Lunch at 12 pm,		
			<b>Type of Food Serving</b>		
			✓ <b>Managed Buffet:</b> Breakfast, Lunch and Dinner		
✓ <b>Plated Snacks:</b> AM Snacks and PM Snacks					
✓ <b>Menu Selection:</b> The hotel to submit menu 2 main dish, vegetables, soup, dessert					
✓ <b>No repeating meal per menu</b>					
✓ 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>					
✓ Free use of airconditioned conference room (can accommodate maximum of 40 pax per conference room and free from noise which is detrimental to the event)					
✓ Facilities must be PWD and Senior Citizens-Friendly					
✓ No obstructing pillars in the conference room					
✓ Availability of electric outlets and free extension cords and white board, big posting board					
✓ FREE Wi-fi access to both Guest/ Function Halls and Rooms					
✓ Free use of parking space					
✓ "Free flowing of Brewed Coffee/Tea/Chocolate/Drinking Water					
			<b>Note: Please specify brand model/origin.</b>		
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PURPOSE: Board and lodging for the conduct of Training of Trainers on Disaster Risk Reduction Management, Preparedness and Mitigation with BLS training among PWD focal persons and PDAO personnel

PR No.: 2024-03-0212

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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			Technician on standby for assistance.		
			Complementary Welcome Tarpualin for backdrop of the function hall		
			Free hygienic alcohol in the common areas and conference rooms for the whole duration of the event		
			Tables and chair are enough for participants and arrangement follows safety protocols in effect		
			Must be structurally sound, have fire escapes and firefighting equipments and CCTV		
			>>> nothing follows<<<		
			<b>APPROVED BUDGET FOR THE CONTRACT: Three Hundred Eighty - Four Thousand Eight Hundred Pesos Only Php 384,800.00</b>		
2	5	pax	Meals for Resource Person's on Training of Trainers on Disaster Risk Reduction Management, Preparedness and Mitigation with BLS training among PWD focal persons and PDAO personnel (1 day)		
	5	pax	<b>AM Snacks (Plated)</b> *Same in the Board and Lodging meals		
	5	pax	<b>Lunch ( Managed Buffet)</b> *Same in the Board and Lodging meals		
	5	pax	<b>PM Snacks (Plated)</b> *Same in the Board and Lodging meals		
			>>> nothing follows<<<		
			<b>APPROVED BUDGET FOR THE CONTRACT: Two Thousand Five Hundred Pesos Only Php 2,500.00</b>		
			<b>Contact Person: Jenny Bongcales - 09270765034</b>		
			PAGE 2 OF 2		
			Note: Please specify brand model/origin.		

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