



REQUEST FOR QUOTATION

RFQ No. 2024-04-0291 NP-LOV  
 Date: April 2, 2024

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

Sir/Madam:

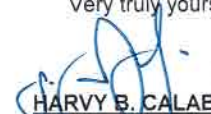
Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in Annex A. **Failure to indicate information could be basis for non-compliance.** Also, furnish us with descriptive brochures, catalogues, literatures and/or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

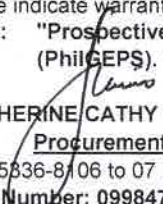
Please accomplish and submit this form together with Annex A to DSWD MIMAROPA Region -BAC Secretariat at 2nd Floor 1680 F.T. Benitez corner Malvar Sts., Malate, Manila or email to: [ccrvictorio@dswd.gov.ph](mailto:ccrvictorio@dswd.gov.ph) not later than **5:00 PM on April 9, 2024 (tuesday)**. Quotations 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

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: April 22-26, 2024
- Place of Delivery: Hotel near Camp Aguinaldo, Quezon City
- Terms of Payment: within 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 "

  
**CATHERINE CATHY R. VICTORIO**  
 Procurement Officer

Telefax: 5836-8106 to 07 loc. 24052  
 Contact Number: 09984746898

\_\_\_\_\_  
 Signature Over Printed Name  
 ( Supplier)



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

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 Contact No. : \_\_\_\_\_  
 Email Address : \_\_\_\_\_  
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 PhilGEPS Reg. No. : \_\_\_\_\_

MOP: NP-LOV

Item No.	Qty.	Unit	PARTICULARS	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	40	pax	Board and Lodging for 4 days			
	34	guaranteed pax	Water Safety and Survival Techniques Training			
			Venue: Hotel near Camp Aguinaldo, Quezon City			
			Date: April 22-26, 2024			
			✓Check in: April 22, 2024 / 12:00 nn			
			✓Check out: April 26, 2024 / 12:00 nn			
			Room Sharing: Air conditioned, 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.			
			Participants can use amenities of the hotel such as gym, pool, parking, etc.			
			<b>Meal schedule</b>			
			✓April 22: Lunch, PM snack, Dinner			
			✓April 23-25: Breakfast, AM snack, Lunch, PM snack, and Dinner			
			✓April 26- Breakfast, AM snack			
			Type & Time of serving: <b>Buffet or Managed Buffet Meals &amp; plated Snacks</b>			
			Breakfast - 6:00 AM AM snack - 10:30 AM			
			Lunch - 12:00 NN PM snack - 3:00 PM			
			Dinner - 6:00 PM			
			<b>Note:</b> Lunch and Snacks for the 2nd, 3rd, and 4th day can be packed and brought in the training area/place outside the hotel.			
			***page 1 of 2***			
			<b>TOTAL APPROVED BUDGET FOR THE CONTRACT:</b> Four Hundred Sixteen Thousand Pesos Only (Php 416,000.00)	<b>Note: Please specify brand model/origin .</b>		

PURPOSE: Water Safety and Survival Techniques Training  
 PR No.: 2024-04-0291 NP-LOV

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 Section within three (3) days from the date advance copy was served thru email. 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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			<b>Menu selection:</b>			
			Meals can be either buffet or managed buffet and snacks are plated and served			
			All food (meal and snacks) should be good for 40 pax but stretchable up to 45 pax or plus 5 of the actual pax			
			Meals should compose of soup, 1 vegetable dish, 2 entrée, dessert, and healthy beverage			
			For entrée, pork and seafood (crustaceans) shall not be served in one meal			
			Hotel can suggest menu for the said activity and/or provide choices to the end user			
			Free flowing coffee and water			
			May serve chocolate drinks upon request of the participant/s who is/are not drinking coffee			
			Can serve sweetener that are sugar free upon request			
			<b>Inclusions:</b>			
			<b>Function room:</b> Fully air conditioned room, spacacious for group activity, can accommodate all participants in one venue			
			<b>Facilities:</b> Free use of projector with screen, speakers, sound systems, at least 3 microphones, white boards with white board markers and eraser			
			<b>Shuttle service:</b> As replacement to function room and sound system, supplier should provide shuttle service to all participants. (Hotel - Training Area and vice-versa)			
			Free use of Wifi within the premises of the hotel			
			<b>Note:</b> End user will coordinate if the use of function room and sound system are needed since most of the training is outside the hotel.			
			***page 2 of 2***			
			***nothing follows***			
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