



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

REQUEST FOR QUOTATION

RFQ No. 2024-04-0316 NP-LOV  
Date: April 16, 2024

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

Sir/Madam:

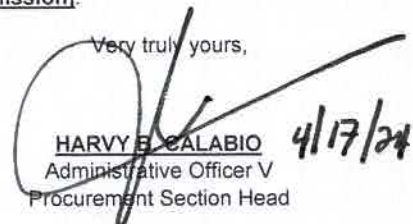
Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in Annex A. **Failure to indicate information could be basis for non-compliance.** Also, furnish us with descriptive brochures, catalogues, literatures and/or 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 not later than 5:00 PM on April 23, 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** 4/17/24  
 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: Within Palawan
- 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 to register "

  
**CATHERINE CATHY R. VICTORIO**  
 Procurement Officer

Telefax 5336-8106 to 07 loc. 24052  
 Contact Number: 09984746898

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



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MOP: NP-LOV

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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	134	pax	Board and Lodging for 4 days			
			120 guaranteed pax			
			*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			
			2024 Assistance to Individuals in Crisis Situations (AICS) Mid-year Program Implementation Review for Regional and SWADT Office Staff			
			Venue: Within Palawan			
			Date: May 20-24, 2024			
			Check in: May 20, 2024 / 2:00 PM			
			Check out: May 24, 2024 / 12:00 PM			
			Room sharing: Airconditioned room, double / triple sharing with individual bed per pax and free toiletries with hot and cold shower			
			Meals schedule:			
			May 20: PM snack, Dinner			
			May 21-23: Breakfast, AM snack, Lunch, PM snack, Dinner			
			May 24: Breakfast, AM snack, Lunch			
2	109	pax	May 20: Additional Lunch (for 109 pax)			
			(Approved Budget Cost for the additional lunch: Php 32,700.00)			
			Type of serving:			
			Buffet: Breakfast(7:00AM), Lunch(12:00PM)			
			Dinner(6:00PM)			
			snack: AM snack(9:30AM), PM snack(2:00PM)			
			Menu Selection:			
			Meals: Rice, fresh fruits / desserts, water, juice, hot soup, 1 vegetables, 2 viands fish and meat (Service provider to provide menu meals)			
			Snack: Pasta/ bread, juice, water, hot soup mirienda			
			***page 1 of 2***			

PURPOSE: 2024 Assistance to Individuals in Crisis Situations (AICS) Mid-year Program Implementation Review for Regional and SWADT Office Staff  
 PR No.: 2024-04-0316 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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MOP: NP-LOV

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			<b>INCLUSIONS:</b>			
			Time of Use of function room:			
			May 20-23, 2024 - 8:00 AM - 7:00 PM			
			May 24, 2024 - 8:00 AM - 2:00 PM			
			Free use of Airconditioned Conference Room (can accommodate the total no of pax and more and free from noise which is detrimental to the event)			
			Free flowing coffee and drinking water			
			No obstructing pillars in the conference room			
			Availability of electric outlets and free use of extension cords			
			With audio system and at least five (5) microphones			
			Free use of two (2) projector and whiteboards			
			With free strong wifi connections			
			Free use of parking space			
			Facilities must be PWD and Senior Citizen Friendly			
			Must be structurally sound, have fire escapes and firefighting equipments and CCTV			
			Food to be served should have vegetables and fruits and can adjust for Muslim and non pork eaters			
			One (1) Free Complimentary Room for the Secretariat			
			Free use of facilities and amenities. Preferably with free airport transport			
			NOTE: Hotel/Restaurants/Resorts should not be offering short term lodging associate with motel and should not be situated beside or across gambling establishment shops night clubs, funeral parlors, mortuaries and other similar like			
			(Approved Budget Cost for the Board and Lodging: Php 1,393,600.00)			
			***page 2 of 2***			
			***nothing follows***			
			<b>TOTAL APPROVED BUDGET FOR THE CONTRACT:</b>			
			One Million Four Hundred Twenty-Six Thousand Three Hundred Pesos Only			
			(Php 1,426,300.00)			

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