



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Field Office MiMaRoPa Region

1680 F.T. Benitez corner Malvar Sts., Malate, Manila

REQUEST FOR QUOTATION

RFQ No.: 2024-04-0330 NP-LOV

Date: April 17, 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 April 22, 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 4/17/24
Administrative Officer V
Procurement Section Head

Terms and Conditions:

- 1. Award shall be made on per: [] item basis [x] total quoted price [] lot basis
2. Price Validity shall be valid until: One Hundred Twenty (120) Calendar days
3. Services shall be delivered on: April 29-30, 2024
4. Place of Delivery: Within Palawan
5. 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
6. 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.
7. For goods please indicate brand, model and country of origin.
8. In case of discrepancy between unit cost and total cost, unit cost shall prevail.
9. Please indicate warranty:
10. 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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Date: _____ (should be filled up by supplier)

MOP: NP-LOV

Company Name : _____
 Company Address : _____
 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
			Catering services with venue rental for 2 days		
			Activity: Sharing Session on Mainstreaming Process and Partnership Engagement cum Planning Workshop		
1	1	lot	Venue Rental for 2 days		
			Preferred Venue: within Palawan		
			Guaranteed Pax: 32 pax		
			Date and Time: April 29-30, 2024; 8:00 AM to 5:00 PM		
			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		
			Airconditioned function/conference room (can accommodate 40pax)		
			No obstructing pillars in the Conference Hall/Room and should be high ceiling		
			Free use of projector with screens, sound system with 2 microphones outlets, extension cords, whiteboard, whiteboard marker and eraser.		
			APPROVED BUDGET FOR THE CONTRACT: Twenty Thousand Pesos Only (Php 20,000.00)		
2	40	pax	Catering Services for 2 days		
			Guaranteed Pax: 32 pax		
			Meal Schedule:		
			April 29-30, 2024: AM Snack (9:00 am), Lunch(12:00 pm), PM Snacks (3:00 pm)		
			Type of Food Serving		
			Managed Buffet: Lunch - The hotel to submit menu 2 main dish including vegetables, dessert and soda/juice		
			Plated Snacks: AM snack - Any heavy snacks, soda or juice PM snack - Pasta and soda/juice		
			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		
			Free flowing of Brewed Coffee and Tea/Drinking Water		
			APPROVED BUDGET FOR THE CONTRACT: Forty Thousand Pesos Only (Php 40,000.00)		
			TOTAL BUDGET FOR THE CONTRACT: Php 60,000.00		
			Page 1 of 1		
			Note: Please specify brand model/origin.		

PURPOSE: Venue/Conference hall for the conduct of Sharing Session on Mainstreaming Process and Partnership Engagement cum Planning Workshop

PR: 2024-04-0330

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.