



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

REQUEST FOR QUOTATION

RFQ No. 2024-04-0365 NP-LOV
Date: April 23, 2024

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

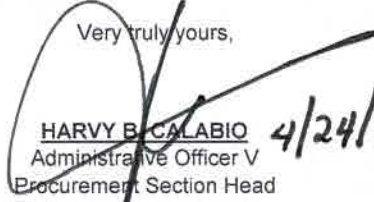
Sir/Madam:

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.

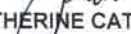
Additionally, please attach copies of your Company's Business Permit, Mayor's Permit, PCAB License (if applicable), PhilGEPS Certificate, latest Income/Business Tax Return and a notarized or unnotarized Omnibus Sworn Statement in accordance with the attached format marked as Annex B. If awarded, please 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 30, 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 4/24/24
 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 27-31, 2024
- Place of Delivery: El Nido, 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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Company TIN : _____
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	58	pax	Board and Lodging for 4 days			
	50 guaranteed pax		Sibol Camp 2024: Kinaadman: The Regional Training Officers Forum and the SLP Communications and Social Marketing Operations (COSMO) Conference			
			✓ Venue: El Nido, Palawan			
			✓ Date: May 27-31, 2024			
			Check in: May 27, 2024 / 12:00 PM			
			Check out: May 31, 2024 / 12:00 PM			
			Number of Pax: 50 Maximum			
			Guaranteed number of pax: 47 guaranteed. <u>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</u>			
			✓ Room sharing: TRIPLE SHARING with separate beds and per guest and free toiletries each			
			(2) Session area, Preferably outdoor (camping vibe) with bean bags and pillows on the floor and with LED (each session area) and Chairs			
			Meal schedule			
			May 27 : Lunch, PM snack, Dinner			
			May 28-30 : Breakfast, AM snack, Lunch, PM snack, and Dinner			
			May 31 : Breakfast, AM snack, Lunch			
			Type & Time of serving: Buffet Meals & Plated Snacks			
			Breakfast - 6:00 AM AM snack - 9:00 AM			
			Lunch - 12:00 NN PM snack - 3:00 PM			
			Dinner - 6:00 PM			
			Menu Selection			
			✓ Hotel to submit menu (Minimum of at least 2 Viands, Soups, Deserts and Beverages)			
			✓ Hotel to submit proposed menu 1 week before the training schedule			
			No repeating meal per menu			
			✓ Meals to be served should have vegetables, fruits and can adjust for muslims and non-pork eater			
			page 1 of 2			
			TOTAL APPROVED BUDGET FOR THE CONTRACT: Six Hundred Three Thousand Two Hundred Pesos Only (Php 603,200.00)			

PURPOSE: Sibol Camp 2024: Kinaadman: The Regional Training Officers Forum and the SLP Communications and Social Marketing Operations (COSMO) Conference
PR No.: 2024-04-0365 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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			INCLUSIONS:			
		✓	Free use of Fully Airconditioned Session Hall/Conference Room spacious for activities and can accommodate 136 participants or more with Physical Distancing in compliance to IATF Guidelines			
		✓	Schedule of use of function room- May 27 : 12:00 PM - 6:00 PM May 28-30 : 7:00 AM - 6:00 PM May 31 : 7:00 AM - 12:00 PM			
		✓	Structurally sound and safe for occupancy with enough pax Fire Exits, Fire fighting equipments CCTV, Elevators and Stairs			
		✓	Facility must be PWD and Senior Citizen Friendly			
		✓	Airconditioned guest room with cable TV			
		✓	Bathroom with hot and cold showers with complete provision of toiletries (Towel, Toilet, Shampoo, Soap, Toothbrush)			
		✓	Free use of fully airconditioned two (2) session hall / conference room spacious for activities and can accommodate 58 pax			
		✓	No Obstruction pillars in the Conference Room/Session			
		✓	Session hall must be free from distractive noise detrimental to the event With registration area and free use of parking area			
		✓	Free use of telephone lines, 2 projectors with 2 screens, sound system with 4 microphone outlets, Extension Cords, Whiteboard, Whiteboard Marker and Eraser and other amenities			
		✓	Free access and use of WiFi for both guests and conference rooms			
		✓	Free flowing of Hot Coffee or Chocolate and Drinking Water/Diffused Water			
		✓	Complementary 1 room for 3 Pax night ahead for organizers for day 0			
		✓	Free shuttle service from airport to hotel for arrival and departure			
		✓	At least one (2) Hotel Staff Available at any time to assist the secretariat during the session with logistical concerns			
		✓	Tables and chairs: Classroom type of seating arrangement with long tables , with 5 pax each table			
		✓	FREE 2 TARPULINE - PHOTO BOOTH and BACKDROP (Design and size shall be provided by the end-user)			
			page 1 of 2			
			nothing follows			
			TOTAL APPROVED BUDGET FOR THE CONTRACT:			
			Six Hundred Three Thousand Two Hundred Pesos Only			
			(Php 603,200.00)			

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