



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Field Office MiMaRoPa Region
1680 F.T. Benitez corner Malvar Sts., Malate, Manila

REQUEST FOR QUOTATION

RFQ No.: 2024-05-0392 NP-LOV
Date: May 13, 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.

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.

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 May 20, 2024 (Monday).

Very truly yours,

HARVY B. CALABIO
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: September 24-27, 2024
4. Place of Delivery: Hotel within Puerto Galera, Oriental Mindoro
5. Terms of Payment: within 15-30 days upon final inspection and acceptance
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.
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
1	155	pax	Board and Lodging for 4 days and 3 nights		
			Activity: Year-end Evaluation Performance Review of SOCPEN with Local Implementers (cluster 1: Palawan and Oriental Mindoro)		
			Preferred Venue: Hotel within Oriental, Oriental Mindoro		
			Date of Activity: September 24-27, 2024		
			Check In/Out Date and Time: September 24, 2024 : 12:00 pm September 27, 2024 : 12:00 pm		
			Number of pax: 155 maximum		
			Guaranteed number of pax: 140 guaranteed pax <u>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</u>		
			Room Sharing: Airconditioned, Triple and/or double sharing with INDIVIDUAL BED PER PAX with free toiletries		
			Meal Schedule:		
			September 24, 2024: Lunch, PM Snack, Dinner		
			September 25-26, 2024: Breakfast, AM Snacks, Lunch, PM Snacks, Dinner		
			September 27, 2024: Breakfast, AM Snacks		
			Type of Food Serving		
			Managed Buffet: Breakfast(6 am), Lunch(12 nn) and Dinner (6:30 pm)		
			Plated Snacks: AM Snacks 9:00 am, PM Snacks 3 pm		
			Menu Selection: The hotel to submit menu 3 main dish including vegetables, soup, dessert		
			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		
			Inclusion:		
			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		
			APPROVED BUDGET FOR THE CONTRACT: One Million One Hundred Sixty Two Thousand Five Hundred Pesos Only (Php 1,162,500.00)		
			PAGE 1 OF 2		
			Note: Please specify brand model/origin.		

PURPOSE: Board and lodging for the conduct of of Year-end Evaluation Performance Review of SOCPEN with Local Implementers (cluster 1: Palawan and Oriental Mindoro)

PR No.: 2024-05-0392

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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Table with 7 columns: Item No., Qty., Unit, Bidder's Specifications (Please fill out the specifications in the space provided), Unit Cost, Total Cost. Includes rows for room specifications, Wi-Fi access, coffee service, electrical outlets, complimentary room, parking, and a circled budget section: APPROVED BUDGET FOR THE CONTRACT: One Million One Hundred Sixty Two Thousand Five Hundred Pesos Only (Php 1,162,500.00).

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VAT checkbox
Non-VAT checkbox

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