



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

REQUEST FOR QUOTATION

RFQ No. 2024-05-0429 NP-LOV  
Date: May 20, 2024

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

Sir/Madam:

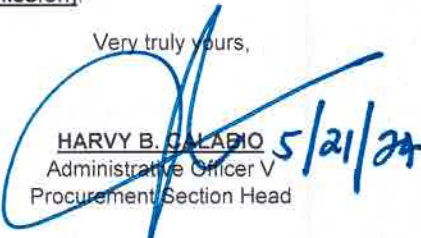
Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in Annex A. **Failure to indicate information could be basis for non-compliance.** Also, furnish us with descriptive brochures, catalogues, literatures and/or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

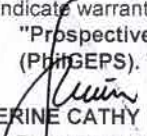
Please accomplish and submit this form together with Annex A to DSWD MIMAROPA Region -BAC Secretariat at 2nd Floor 1680 F.T. Benitez corner Malvar Sts., Malate, Manila or email to: ccrvictorio@dswd.gov.ph not later than **5:00 PM on May 27, 2024 (Monday)**. Quotations submitted to different email address(es) 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**  
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: June 26-28, 2024
- Place of Delivery: Puerto Princesa City, 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](http://www.philgeps.gov.ph) to register "

  
**CATHERINE CATHY R. VICTORIO**  
Procurement Officer

Telefax: 5336-6106 to 07 loc. 24052  
Contact Number: 09984746898

Signature Over Printed Name  
(Supplier)



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RFQ No. 2024-05-0429

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	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	81	pax	<b>Board and Lodging for 2 days</b>			
			78 guaranteed pax			
			Workshop on Updating ISSP 2024- 2026			
			Venue: Puerto Princesa City, Palawan			
			Date: June 26-28, 2024			
			Check in: June 26, 2024 / 12:00 NN			
			Check out: June 28, 2024 / 12:00 NN			
			<b>Number of Pax: 81 Maximum</b>			
			<b>Guaranteed number of pax: 78 guaranteed.</b>			
			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			
			<b>Room sharing:</b> Triple Sharing, Separate beds			
			<b>Meal schedule</b>			
			June 26: Lunch, PM snack, Dinner			
			June 27- Breakfast, AM snack, Lunch, PM snack, and Dinner			
			June 28- Breakfast, AM snack			
			<b>Type &amp; Time of serving:</b>			
			<b>Managed Buffet Meals &amp; Plated Snacks</b>			
			Breakfast - 6:00 AM	AM snack - 9:00 AM		
			Lunch - 12:00 NN	PM snack - 3:00 PM		
			Dinner - 6:00 PM			
			<b>Menu selection:</b>			
			1. Hotel to submit the Menu (minimum of atleast 2 viands, soup, dessert and beverages)			
			2. Hotel will submit proposed menu one week before the before the schedule			
			3. No repeating menu/meals			
			***page 1 of 2***			
			<b>TOTAL APPROVED BUDGET FOR THE CONTRACT:</b>			
			Five Hundred Eighty-Three Thousand Two Hundred Pesos Only	<b>Note: Please specify brand model/origin .</b>		
			(Php 583,200.00)			

PURPOSE: Workshop on Updating ISSP 2024- 2026

PR No.: 2024-05-0429 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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 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
			<b>Inclusions:</b>			
			Schedule of use of function room-			
			TIME OF USE OF CONFERENCE ROOM/SESSION HALL from June 26-28, 2024: 7:00 am - 6:00 pm			
			Room occupancy should follow IATF guidelines protocol			
			Structurally sound and safety for occupancy with enough fire escapes, fire fighting equipments, CCTV, elevators and stairs			
			Facilities must be PWD and Senior Citizen friendly			
			Air conditioned venue with air humidifiers			
			No obstructing pillars in the conference room			
			The session hall/conference room is free from noise w/c is detrimental to the event/ meeting			
			with registration area			
			with free tarpaulin (size 6 ft x 4 ft)			
			Free use of telephone line, projector w/ screen, speaker podium, sound system w/ 2 microphones, electric outlets, extension cords, whiteboard and whiteboard marker & eraser and other amenities			
			Free WI-Fi access for both guest and function rooms			
			Free use of parking space			
			Venue must have a large monitor TV screen / Projector for the conference call and other necessary materials / technology for conference call			
			At least one (1) hotel staff/attendant available at any given time during the session to assist the secretariat in logistical concerns			
			Free complimentary room; one (1) for the Assistant Secretary and one (1) for the Secretariat			
			Provision of advance party accommodation for the secretariat team on on June 26, 2024 / Check in at 6:00 AM			
			Preferably with available hotel mini-bus/ vehicle			
			<b>Note:</b> End -user shall inform the Service Provider one to two weeks before the activity.			
			<b>Note:</b> The secretariat will provide the final list of participants in the first day of activity			
			***page 2 of 2***			
			***nothing follows***			
			<b>TOTAL APPROVED BUDGET FOR THE CONTRACT:</b> Five Hundred Eighty-Three Thousand Two Hundred Pesos Only (Php 583,200.00)	<b>Note: Please specify brand model/origin .</b>		

PURPOSE: Workshop on Updating ISSP 2024-02026

PR No.: 2024-05-0429 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.**