



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

REQUEST FOR QUOTATION

RFQ No.: 2024-05-0432 NP-LOV  
Date: May 21, 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](mailto:maaluz@dswd.gov.ph) not later than **5:00 PM on May 28, 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**

Administrative Officer V  
Procurement Section Head

21 MAY 2024

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: October 15 -18, 2024
- Place of Delivery: Hotel within Puerto Princesa, Palawan
- 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**
- 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"

**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 : \_\_\_\_\_  
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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	23	pax	Board and Lodging for 4 days and 3 nights		
			Activity: Technical Assistance Forum on the Development and Implementation of the Expanded Solo Parents Welfare Act		
			Preferred Venue: Puerto Princesa, Palawan		
			Date of Activity: October 15-18, 2024		
			Check In/Out Date and Time: October 15, 2024 : 1:00 pm October 18, 2024 : 12:00 pm		
			Number of pax: 23 maximum		
			Guaranteed number of pax: 20 guaranteed pax <b>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</b>		
			<u>Room Sharing: Airconditioned, Triple and/or double sharing with INDIVIDUAL BED PER PAX with free toiletries</u>		
			<b>Meal Schedule:</b>		
			October 15, 2024: PM Snack and Dinner		
			October 16-17, 2024: Breakfast, AM Snacks, Lunch, PM Snacks, Dinner		
			October 18, 2024: Breakfast, AM Snacks and Lunch		
			Type of Food Serving		
			Managed Buffet: Breakfast(6 am), Lunch(12 nn) and Dinner (6:00 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		
			<b>No repeating meal per menu</b>		
			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		
			<b>Inclusion:</b>		
			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		
			<b>APPROVED BUDGET FOR THE CONTRACT:</b> One Hundred Seventy Nine Thousand Four Hundred Pesos Only (Php 179,400.00)		
				Note: Please specify brand model/origin.	

PURPOSE: Board and lodging for the conduct of Technical Assistance Forum on the Development and Implementation of the Expanded Solo Parents Welfare Act

PR No.: 2024-05-0432

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.



