



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

REQUEST FOR QUOTATION

RFQ No. 2024-06-0470 Agency to Agency
Date: June 6, 2024

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

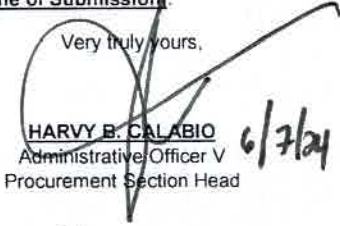
Sir/Madam:

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 June 13, 2024 (Thursday)**. 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: July 23-25, 2024
- Place of Delivery: Tagaytay
- 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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RFQ No. 2024-06-0470

Date: (should be filled up by supplier)

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

MOP: Agency to Agency

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	50	pax	Lodging and Venue for 2 days			
	45	guaranteed pax	2024 1st Semester Regional Management Development Conference (RMDC)			
			Venue: Tagaytay			
			Date: July 23-25, 2024			
			Check in: July 23, 2024 / 12:00 NN			
			Check out: July 25, 2024 / 12:00 NN			
			Number of Pax: 50 Maximum			
			Guaranteed number of pax: 45 guaranteed. <i>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</i>			
2	1	lot	Use of function hall for for pax for 3 days			
			Schedule of use of function room-			
			TIME OF USE OF CONFERENCE ROOM/SESSION HALL from			
			July 23, 2024: 8:00 am - 5:00 pm			
			July 24, 2024: 8:00 am - 5:00 pm			
			July 25, 2024: 8:00 am - 12:00 pm			
			Inclusions:			
			1.Provision of drinking water areas inside and near the function hall and rooms			
			2. Structurally sound and safety for occupancy with enough fire escapes, fire fighting equipments, CCTV, elevators and stairs			
			3. Facilities must be PWD and Senior Citizen Friendly			
			4. Airconditioned venue with air humidifiers			
			5. No obstructing pillars in the conference room			
			6. The session hall/conference room is free from noise w/c is detrimental to the event/ meeting			
			7. With registration area			
			podium, sound system w/ 20 microphones, electric outlets, extension cords, whiteboard and whiteboard marker & eraser and other amenities			
			9. Free Wi-Fi access for both guest and function rooms			
			10. Free use of parking space			
			11.Venue must be with provision of alcohol and sanitizers for the participants			
			12. Venue must have a large monitor TV screen for the conference call and other necessary materials/technology for conference call			
			13. At least one (1) hotel staff/attendant available at any given time during the session to assist the secretariat in logistical concerns			
			nothing follows			
			TOTAL APPROVED BUDGET FOR THE CONTRACT:			
			One Hundred Fifty Thousand Pesos Only			
			(Php 150,000.00)			
				Note: Please specify brand model/origin .		

PURPOSE: 2024 1st Semester Regional Management Development Conference (RMDC)

PR No.: 2024-06-0470 Agency to Age

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.