



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

REQUEST FOR QUOTATION

RFQ No. KC-2024-07-0072  
 Date: July 18, 2024

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

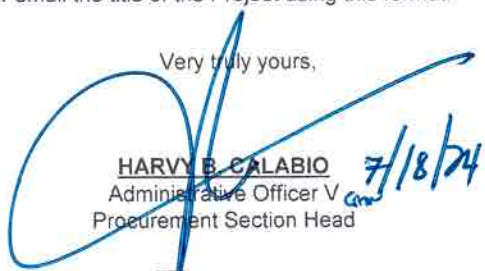
Sir/Madam:

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.

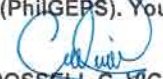
Additionally, please attach copies of your **Company's Business Permit, Mayor's Permit, PCAB License (if applicable), PhilGEPS Certificate, latest Income/Business Tax Return and a notarized or unnotarized Omnibus Sworn Statement in accordance with the attached format marked as Annex B.** If awarded, 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: [procurement.fomimaropa@dswd.gov.ph](mailto:procurement.fomimaropa@dswd.gov.ph)** not later than **5:00 PM on July 22, 2024 (Monday).** Quotations submitted to different email addresses 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,  
  
**HARVEY 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: August 12-15, 2024
- Place of Delivery: Within NCR
- 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 "

  
**ROSSELL C. VICENO**  
 Procurement Officer  
 Telefax: 5336-8106 to 07 loc. 24052  
 Contact Number: 0961-685-3550

\_\_\_\_\_  
 Signature Over Printed Name  
 ( Supplier)



Note: Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PHILGEPS). You may visit the

RFQ No.: KC-2024-07-0072

Date: \_\_\_\_\_ (should be filled up by supplier)

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

MOP: Shopping for Non Consulting Services

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	40	pax	Board and Lodging			
			Title of the Activity: Bayani Ka! Awards - CDD Talk			
			Preferred Venue: Within National Capital Region			
			Date of Activity: August 12 to August 14, 2024 (2-Days)			
			Guaranteed Pax: 30			
			Date and time of check-in: August 12, 2024 at 1:00 PM			
			Date and time of check-out: August 14, 2024 at 12:00 Noon			
			<b>Airconditioned Room double or twin Sharing with individual bed per pax and free toiletries</b>			
			Meals: Breakfast, AM Snack, Lunch, PM Snack and Dinner			
			Plated: AM and PM Snacks (with cold beverage)			
			Buffet: Breakfast, Lunch and Dinner (Minimum of 3 viands with soup, desserts/fruits and cold drinks (no cola beverages), no repetition of meals)			
			Meal Schedule:			
			August 12, 2024 : Lunch, PM Snack and Dinner			
			August 13, 2024 : Full Meals			
			August 14, 2024 : Breakfast, AM Snack			
2	96	pax	Board and Lodging			
			Title of the Activity: Stakeholders' Program Review Evaluation Workshop			
			Preferred Venue: Within National Capital Region			
			Date of Activity: August 13 to August 14, 2024 (1-Day)			
			Guaranteed Pax: 80			
			Date and time of check-in: August 13, 2024 at 1:00 PM			
			Date and time of check-out: August 14, 2024 at 12:00 Noon			
			<b>Airconditioned Room double or twin Sharing with individual bed per pax and free toiletries</b>			
			Meals: Breakfast, AM Snack, Lunch, PM Snack and Dinner			
			Plated: AM and PM Snacks (with cold beverage)			
			Buffet: Breakfast, Lunch and Dinner (Minimum of 3 viands with soup, desserts/fruits and cold drinks (no cola beverages), no repetition of meals)			
			Meal Schedule:			
			August 13, 2024 : Lunch, PM Snack and Dinner			
			August 14, 2024 : Breakfast, AM Snack			
3	164	pax	Board and Lodging			
			Title of the Activity: Stakeholders' Program Review Evaluation Workshop			
			Preferred Venue: Within National Capital Region			
			Date of Activity: August 14 to August 15, 2024 (1-Day)			
			Guaranteed Pax: 140			
			Date and time of check-in: August 14, 2024 at 1:00 PM			
			Date and time of check-out: August 15, 2024 at 12:00 Noon			
			<b>Airconditioned Room double or twin Sharing with individual bed per pax and free toiletries</b>			
			Meals: Breakfast, AM Snack, Lunch, PM Snack and Dinner			
			Plated: AM and PM Snacks (with cold beverage)			
			Buffet: Breakfast, Lunch and Dinner (Minimum of 3 viands with soup, desserts/fruits and cold drinks (no cola beverages), no repetition of meals)			
			Meal Schedule:			
			August 14, 2024 : Lunch, PM Snack and Dinner			
			August 15, 2024 : Breakfast, AM Snack			

PURPOSE: Board and Lodging for the conduct of Bayani Ka! Awards - CDD Talk and Stakeholders' Program Review Evaluation Workshop.

PR No.: KC-2024-07-0072

(Signature over Printed name)  
Supplier



VAT  
Non-VAT

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 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.



Note: Prospective supplier must be

RFQ No.: KC-2024-07-0072

Date: \_\_\_\_\_ ( should be filled up by supplier)

MOP: Shopping for Non Consulting Services

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
			<b>Type of Food Serving:</b>		
			Menu Selection: Hotel to submit menu with minimum of at least 3 viands, soup, dessert/fruits and cold drinks. Should include vegetables per meal.		
			No repeating meal per menu and with flexibility to participants with food restrictions.		
			Inclusion:		
			1. One (1) complimentary superior room to be used by the organizers		
			2. Free use of Airconditioned Conference Room. Can accommodate more than 164 pax and free from noise which is detrimental to the event.		
			3. Airconditioned Conference Room can be use starting 9:00am of Day 1 for arriving participants.		
			4. No obstructing pillars in the conference room.		
			5. Availability of electric outlets and free use of extension cords.		
			6. With audio system and at least 5 microphones.		
			7. Free use of projector and whiteboards.		
			8. Free use of reliable and uninterruptible wifi connection.		
			9. Free use of parking space.		
			10. Free flowing coffee and drinking water.		
			11. Facilities must be PWD and Senior Citizen Friendly		
			12. Must be structurally sound, have fire escapes and firefighting equipments and CCTV		
			13. Free Tarpaulins/Backdrops (1-inside & 1-outside of conference hall)		
			14. Free use of facilities and amenities (if applicable)		
			15. Must-have at least four (4) Breakout Rooms (August 12-15, 2024)		
			NOTE: Hotel/Restaurants/Resorts should not be offering short term lodging associated with motel and should not be situated beside or across gambling establishment shops, night clubs, funeral parlors, mortuaries and other similar alike.		
			Note: If the total number of participants exceed the guaranteed pax, the hotel will be bill the agency based on the actual number of pax but shall not exceed the the maximum number of participants		
			<b>Rating Factors:</b>		
			I. Availability - 5%		
			II. Location and Site Condition-		
			a. Accessibility - 5%		
			b. Parking Space -5%		
			c. Security -5%		
			III. Neighborhood Data		
			a. Sanitation and Health Condition - 10%		
			b. Near Hospital, Police and Fire Station/Establishments -5%		
			IV. Functionality and Venue		
			a. Structural Condition - 10%		
			b. Spacious and Airconditioned Function Room and Bedrooms - 10%		
			c. Lighting and Ventilation - 5%		
			d. Catering Services ( with Halal Menu) - 10%		
			e. Clear Sound System- 5%		
			f. Adequate and safe facilities such elevator, fire exits, escapes and equipments-10%		
			g. Maintenance and Attractiveness-10%		
			h. Amenities and Facilities- 5%		
			Passing Rate = 85%		
			Approved Budget Cost: Php 1,020,000.00 ONE MILLION TWENTY THOUSAND PESOS		
			****Nothing Follows**** ***Page 2 of 2***		

PURPOSE: Board and Logging for the conduct of Bayani Kal Awards - CDD Talk and Stakeholders' Program Review Evaluation Workshop.

PR No.: KC-2024-07-0072

\_\_\_\_\_  
(Signature over Printed name)  
Supplier

VAT  
Non-VAT



**REQUEST FOR QUOTATION RECEIVING FORM**

I Hereby certify that I \_\_\_\_\_, of

\_\_\_\_\_ has received the Request for

Quotation RFQ No. **KC-2024-07-0072** from DSWD MIMAROPA Region intended for the

**Board and Logging for the conduct of Bayani Ka! Awards - CDD Talk and Stakeholders' Program Review Evaluation Workshop.**

**Certified by:**

\_\_\_\_\_  
(Signature Over Printed Name of Supplier)

Contact: \_\_\_\_\_

Email Address: \_\_\_\_\_

**RFQ Delivered by:**

\_\_\_\_\_  
(Signature Over Printed Name of Canvasser)

Position: \_\_\_\_\_

Date / Time of Delivery: \_\_\_\_\_

Note: This form shall be used and issued in cases when RFQ is personally delivered to prospective supplier/service provider.