



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

REQUEST FOR QUOTATION

RFQ No.: 2024-07-0657 NP-LOV
Date: July 2, 2024

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

Sir/Madam:

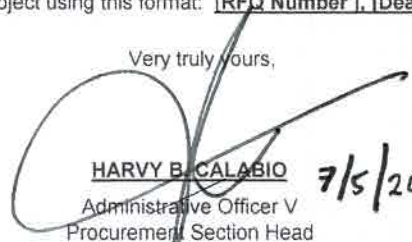
Please quote your government price/s including delivery charges, VAT or **other applicable taxes**, and other incidental expenses for the goods listed in **Annex A**. **Failure to indicate information could be basis for non-compliance**. Also, furnish us with descriptive brochures, catalogues, literatures 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** not later than **5:00 PM on July 12, 2024 (Friday)**. 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 7/5/2024
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: Hotel within Metro Manila
- 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 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	50	pax	Board and Lodging for 2 days			
			Activity: 2024 1st Semester RMDC			
			Preferred Venue: Metro Manila			
			Date of Activity: July 23-25, 2024			
			Check In Date and Time: July 23, 2024 : 12:00 pm July 25, 2024 : 12:00 pm			
			Number of pax: 50 maximum			
			Guaranteed number of pax: 47 guaranteed pax 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			
			Functionality of Function Room:			
			1. Available Air-conditioned Function/Conference Room that can accommodate 50 participants from 7am to 6pm with space for workshop and secretariat table			
			2. Set up to be finalized to training secretariat.			
			3. With free pads and pencils.			
			4. With Philippine Flag, Podium and Pole			
			5. Waive electricity charges for use of laptops			
			6. Soundproof conference room.			
			Room Arrangement:			
			1. Guaranteed twin/triple sharing air-conditioned room, 1 bed per participants.			
			2. Open check out time for complimentary room on the last day without additional cost.			
			3. Amenities includes TV and cabinets			
			Type of Food serving:			
			July 23, 2024- Lunch, PM Snack and Dinner			
			July 24, 2024- Breakfast, AM Snack, Lunch, PM Snack Dinner			
			July 25, 2024-Breakfast and AM Snack			
			Managed Buffet Breakfast (6:00am), Lunch (12:00nn) and Dinner (6:00pm)			
			Plated Snacks - AM Snacks (9:00 am) and PM Snacks (3:00 pm)			
			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 schedule			
			3. No repeating menu/meals.			
			PAGE 1 OF 2			
			APPROVED BUDGET FOR THE CONTRACT: Two Hundred Sixty Thousand Pesos Only (Php 260,000.00)			
			PAGE 1 OF 2			
				Note: Please specify brand model/origin.		

PURPOSE: Board and lodging for the conduct of 2024 1st Semester RMDC

PR No.: 2024-07-0657

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.



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

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			Inclusion:		
		✓	1. Room occupancy should follow IATF guidelines and protocols.		
		✓	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		
		✓	8. Free use of telephone line, projector w/ screen, speaker podium, sound system w/ 5 microphones, electric outlets, extension cords, whiteboard and		
		✓	10. Free use of parking space		
		✓	11. Venue must be with provision of alcohol and sanitizers for the participants.		
		✓	12. At least one (1) hotel staff/attendant available at any given time during the session to assist the secretariat in		
		✓	13. At least one (1) hotel staff/attendant to act as marshall to remind the hotel health protocols		
		✓	14. Free complimentary room for the Regional Director		
		✓	OTHERS		
		✓	With available emergency first aid kit and vehicle for emergency.		
		✓	*Atleast 1 operational Elevator available 24/7		
		✓	*Free welcome streamer		
		✓	*With functional CCTV (24/7)		
		✓	*Adequate security service (24/7)		
		✓	*Not situated beside/near establishment that may touch on cultural sensitivities like mortuaries, morgue and other similar class within 50-100 meters away from the venue.		
		✓	*No in-house gambling establishment/casinos or situated besides, across or near gambling establishment within 50-100 meters away from the venue.		
		✓	*Hotel has Certificate of Authority to Operate issued by the Department of Tourism		
		✓	Note: End-user shall inform the Service Provider one to two weeks the exact date prior to the conduct of the activity		
		✓	Note: The secretariat will provide the final list of participants in the first day of activity		
		✓	Note: If the total number of participants exceeds the guaranteed participants, the agency will be billed for the actual number.		
			Nothing follows		
			PAGE 2 OF 2		
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