



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

REQUEST FOR QUOTATION

RFQ No.: 2024-07-0716 NP-LOV
Date: August 1, 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 August 7, 2024 (Wednesday).** 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 1, [Deadline of Submission].**


Very truly yours,


HARVY B. CALABIO
Administrative Officer V
Procurement Section Head

8/1/2024

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: **August 23, 2024**
- Place of Delivery: **Hotels 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: 5325-5111 to 07 loc. 24052

Signature Over Printed Name
(Supplier)



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

RFQ No.: 2024-07-0716

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
			Catering services with Venue rental			
			Activity: Ceremonial Signing of Memorandum of Agreement with SLP Partner Stakeholders			
			Preferred Venue: Metro Manila			
			Date of Activity: August 23, 2024			
			Guaranteed pax: 56 pax			
1	56	pax	Catering			
			Type of serving			
			AM Snack: 10:00 am (Plated) - Sandwich, Pasta, Softdrinks or juice, water			
			Lunch: 12:00 pm (Managed Buffet) - Rice with Meat and vegetables of fish and dessert served with fresh fruits, Softdrinks or juice, Water			
			Approved Budget for the Contract: Php 28,000.00			
2	1	lot	Venue			
			Use of Function hall with free use of lights and complete set of audio equipment with surround speaker set up with 12 Microphone set up and 2 Microphones Stand			
			Fully airconditioned session hall/ Conference room spacious fo activities and can accommodate up to 60 participants or more with Physical Distancing			
			Elevated Stage for the Masters of Ceremony			
			Use of LED for visual projection of presentations			
			With provided Philippine flag with stand and 2 stands for own office flags from the end user			
			Chairs and table Set up: U-shaped (with tables) for 22 pax seating capacity while 36 participants on gallery seat set up			
			Structurally sound and safe for occupancy with enough fire exits, fire fighting equipments cctv,elevators ad stairs			
			"No obstructing pillars in the Conference Hall/Room and should be high ceiling			
			Session Hall must be free distractive noise detrimental to th event			
			With registration area and free use of parking space			
			Free jse of 2 projector with 2 screens, sound system with 12 microphone outlets, extension cords, whiteboard,whiteboard marker and eraser and other amenities			
			Free access and use of Wifi connection for conference			
			Free flowing of Brewed Coffee or hot chocolate and Drinking Water			
			Approved Budget for the Contract: Php 50,000.00			
			>>> Nothing Follows <<<			
			TOTAL APPROVED BUDGET FOR THE CONTRACT: Seventy Eight Thousand Pesos Only (Php 78,000.00)			
			Note: Please specify brand model/origin.			
			PAGE 1 OF 1			

PURPOSE: Venue with catering services for the conduct of Ceremonial Signing of Memorandum of Agreement with SLP Partner Stakeholders

PR No.: 2024-07-0716

VAT
 Non-VAT

 (Signature over printed name)
 Supplier