



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

REQUEST FOR QUOTATION

RFQ No.: 2024-08-0780 NP-LOV
Date: August 15, 2024

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

Sir/Madam:

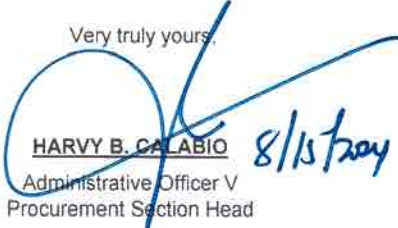
Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in Annex A. **Failure to indicate information could be basis for non-compliance.** Also, furnish us with descriptive brochures, catalogues, literatures and/or 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 22, 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: September 23-25, 2024 / September 26-28, 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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RFQ No.: 2024-08-0780

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
Board and Lodging for 4 days					
			Activity: Program Implementation Review regarding Risk Resiliency Program Through Cash for Work and Training in the Province of MIMAROPA Region		
			Preferred Venue: Metro Manila		
1	63	pax	Date of Activity: Batch 1 September 23-25, 2024 Check In Date and Time: September 23, 2024; 2:00 pm Check Out Date and Time: September 25, 2024; 12:00 pm		
			Number of pax: 63 maximum		
			Guaranteed number of pax: 60 guaranteed pax <u>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</u>		
			Meal Schedule:		
			September 23, 2024: PM Snack and Dinner		
			September 24, 2024: Breakfast, AM Snacks, Lunch, PM Snacks, Dinner		
			September 25, 2024: Breakfast, AM Snacks, Lunch		
1	65	pax	Date of Activity: Batch 2 Check In Date and Time: September 26, 2024; 2:00 pm Check Out Date and Time: September 28, 2024; 12:00 pm		
			Number of pax: 65 maximum		
			Guaranteed number of pax: 62 guaranteed pax <u>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</u>		
			Room Sharing: Airconditioned, Triple and/or double sharing with INDIVIDUAL BED PER PAX and bathrooms with hot and cold shower with free toiletries		
			Meal Schedule:		
			September 26, 2024: PM Snack and Dinner		
			September 27, 2024: Breakfast, AM Snacks, Lunch, PM Snacks, Dinner		
			September 28, 2024: Breakfast, AM Snacks, Lunch		
			Type of Food Serving		
			Managed Buffet: Breakfast(6 am), Lunch(12 nn) and Dinner (6:00 pm)		
			Plated Snacks: AM Snacks 9:30 am, PM Snacks 3:00 pm		
			Menu Selection: The hotel to submit menu 3 main dish including vegetables, soup, dessert		
			Hotel will submit proposed menu of the day a week before the training schedule		
			No repeating meal per menu		
			Food to be served should have vegetables and fruits and can adjust to muslim and non-pork eater		
<div style="border: 2px solid red; border-radius: 50%; padding: 10px; display: inline-block;"> <p>APPROVED BUDGET FOR THE CONTRACT: Six Hundred Sixty Five Thousand Six Hundred Pesos Only (Php 665,600.00)</p> </div>					
				Note: Please specify brand model/origin.	
PAGE 1 OF 2					

PURPOSE: Board and lodging for the conduct of Program Implementation Review regarding Risk Resiliency Program Through Cash for Work and Training in the Province of MIMAROPA Region

PR No.: 2024-08-0780

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.



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			Inclusion:		
			Structurally sound and safe for occupancy with enough fire escapess, fire fighting equipments, CCTV, elevators and stairs		
			Facilities must be PWD and Senior Citizens-Friendly		
			Free use of Airconditioned function room can accommodate 63 pax and free from noise which is detrimental to the event		
			The Session Hall/ Function Hall is free of noise which is detrimental to the event/activity/meeting		
			Free flowing brewed coffee and tea/drinking water		
			Atleast one (1) Hotel Attendant/Staff available at any given time during session to assist the Secretariat with Logistic Concern		
			Two (2) Tarpauline free of charge -Welcome Tarpaulin (10L x 4H) & Design to be sent by the organizer -Welcome display on Monitor TV to be displayed in the lobby		
			Function Room Arrangements:		
			Free use of fully-Airconditioned Session Hall, spacious for activities and can accommodate 65 participants from 7:00 am to 7:00 pm		
			"No obstructing pillars in the Conference Hall/Room and should be high ceiling		
			Availability of electrical outlets and free use of extension cords, with audio system and at least 3-4 microphones, Rostrum with 1 Philippine Flagpole and other Amenities		
			Strong wifi connection (free of charge) for the conference hall and room		
			Free use of parking space		
			Tables and chairs: Round table type with cloth		
			Free pencil/ballpen and notepads for the participants daily		
			>>> Nothng Follows<<<		
			APPROVED BUDGET FOR THE CONTRACT: Six Hundred Sixty Five Thousand Six Hundred Pesos Only (Php 665,600.00)		
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