



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

REQUEST FOR QUOTATION

RFQ No.: 2024-08-0804 NP-LOV
Date: August 30, 2024

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

Sir/Madam:

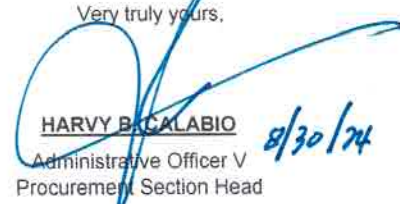
Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in Annex A. **Failure to indicate information could be basis for non-compliance.** Also, furnish us with descriptive brochures, catalogues, literatures and/or 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 September 6, 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]**.

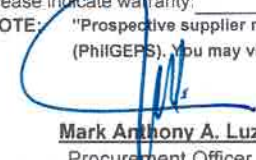
Very truly yours,


HARVY B. CALABIO
Administrative Officer V
Procurement Section Head

8/30/24

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: October 15-18, 2024
- Place of Delivery: Hotel within Coron, Palawan
- 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)



Note: Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PHILGEPSS). You may visit the PHILGEPSS website at www.philgeps.gov.ph to register

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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 : _____
PhilGEPSS 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	134	pax	<p>Board and Lodging for 3 days</p> <p>Activity: Centers and Residential Care Facilities Program Implementation Review FY 2024: "Ang Pababalik Tanaw sa Serbisyong may Puso at Malasakit"</p> <p>Preferred Venue: Coron, Palawan</p> <p>Date of Activity: October 15-18, 2024</p> <p>Check In Date and Time: October 15, 2024; 1:00 pm Check Out Date and Time: October 18, 2024; 12:00 pm</p> <p>Number of pax: 134 maximum</p> <p>Guaranteed number of pax: 129 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></p> <p>Room Sharing: Airconditioned, Triple and/or double sharing with INDIVIDUAL BED PER PAX with free toiletries and bottled water with Two(2) Single Solo room for VIP with free toiletries and daily replenishment of bottled water, with hot and cold shower.</p> <p>Should allow early check in for the participants if allowed and available rooms</p> <p>Rooms shall be sanitized and cleaned daily and essential amenities e.i. towels, toiletries, coffee, notepads, and pens shall be replenished daily</p> <p>The Hotel should be able to provide at least 2 keys/ key cards in each room</p> <p>Provide first aid kits as need arises</p> <p>Must have a strong and stable internet connection in rooms Can provide a backup internet connection in case of loss of connection</p> <p>Menu Selection/Food Requirements: The hotel should submit the proposed menu in advances before the date of activity</p> <p>Type of Serving Guided Buffet for breakfast, lunch and dinner & Plated snacks.</p> <p>Minimum of 2 viands (Fish Chicken Pork Seafood) soup, 1 viand of vegetable, fresh fruits desserts and drinks for each meal</p> <p>Could provide plated meals and snack options for participants with diet restrictions for. at most 15% of the participants (Halal, Vegetarian, Pescetarian, Pollotarian, Vegan etc.)</p> <p>Could provide packed meals, if needed</p> <p>Free-flowing coffee, Tea, water dispenser, nuts and gummies during session</p> <p>Stand by serving</p>		
PAGE 1 OF 2					
<p>APPROVED BUDGET FOR THE CONTRACT: One Million Four Hundred Forty Seven Thousand Two Hundred Pesos Only (Php 1,447,200.00)</p>					
PAGE 1 OF 2					
			Note: Please specify brand model/origin.		

PURPOSE: Board and lodging for the conduct of Centers and Residential Care Facilities Program Implementation Review FY 2024: "Ang Pababalik Tanaw sa Serbisyong may Puso at Malasakit"

PR No.: 2024-08-0804

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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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
			Schedule of Serving		
			Day 1: Lunch with Welcome Drinks, PM Snack & Dinner		
			Day 2-3: Full Meal (Breakfast, AM Snack, Lunch, PM Snack & Dinner)		
			Day 4: Breakfast and AM Snack		
			Conference Room with Equipment Requirements:		
			The hotel should provide a function room layout with indicated seating capacity at least one(1) day before the activity		
			Provision of Secretariat Table and Registration Table		
			Table should be circular or at least have rounded corners with notepads and pens Must have a strong and stable internet connection in the conference rooms.		
			Can provide a backup internet connection in case of loss of connection		
			Complimentary access to an air-conditioned conference function room is provided for the entire event, accommodating all participants from the first to last day. The designated conference room should be capable of accommodating 25% more than participants than that listed. Free use of Function Room for at least 140 pax		
			Conference Function Room should be well-lit, soundproof and well-ventilated		
			Compliance of function room to a health and safety protocols of social distancing		
			No obstructing pillars in the conference room		
			Availability of electric outlets and free use of extension cords		
			With audio system and at least 4 microphones		
			Free use of LCD projector and whiteboards		
			With free strong wifi connections and Free use of parking space		
			Facilities must be PWD and Senior Citizen Friendly		
			Must be structurally sound, have fire escapes and firefighting equipments and CCTV		
			Free Tarpaulin Backdrop		
			Free use of facilities and amenities (if applicable)		
			With provision of shuttle service that could fetch the participants from the airport		
			The Secretariat will provide the final list of participants on the 1st day of activity.		
			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 like		
			>>> nothing follows<<<		
			PAGE 2 OF 2		
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