



REQUEST FOR QUOTATION

RFQ No. 2024-07-0654 NP-LOV

Date: August 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: ejcnolasco@dswd.gov.ph** not later than **5:00 PM on August 9, 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

8/2/2024

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 29-31, 2024
- Place of Delivery: HOTEL WITHIN METRO MANILA
- 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 to register "**

EMMA JOY C. NOLASCO

Telefax: 5336-8106 to 07 loc. 24052
Contact Number: **09994602492**

Signature Over Printed Name
(Supplier)



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

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(should be filled up by supplier)

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MOP: NP-LOV

Item No.	Qty.	Unit	PARTICULARS	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	24	pax	Board and Lodging (3 days and 2 nights)			
	20 guaranteed pax		SEARCH FOR PANTAWID PAMILYA EXEMPLARY CHILDREN 2024, AWARDING OF HUWARANG PANTAWID PAMILYA WINNER AND POSTER MAKING CONTEST WINNER			
			Preferred Venue: Hotel within Metro Manila			
			Date of Activity: August 29-31, 2024			
			Check In Date and Time: August 29, 2024, 12nn Thursday			
			Check Out Date and Time: August 31, 2024 12nn Saturday			
			Number of Pax: 24 maximum			
			Guaranteed number of pax: 20 guaranteed <i>*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 number of participants*</i>			
			Room Sharing: Airconditioned Room, Twin Sharing with Individual bed per pax and complete toiletries			
			<i>Early check in at 7:00am for participants if needed</i>			
			MEAL SCHEDULE:			
			August 29, 2024: Lunch, PM Snack and Dinner			
			August 30, 2024: Breakfast, AM Snack, Lunch, PM Snack and Dinner			
			August 31, 2024: Breakfast and AM Snack			
			TYPE OF FOOD SERVING:			
			Managed Buffet Breakfast, Lunch and Dinner			
			Plated Snacks			
			Menu Selection: Hotel to submit Menu (minimum of rice, 2 viands, 1 vegetable, soup, dessert, drinks upon submission of RFQ)			
			No repeating meal per menu			
			Food can be stretched to 28 pax			
2	95	pax	ADDITIONAL MEALS:			
			Inclusion:			
			Preffered Food/Meal: Spaghetti, Fried Chicken with Drink			
			Date: August 30, 2024			
			Time of Serving: 3:00pm			
			Different kinds of candies to be served at the candy corner/table (list to be provided by the End-User)			
			*****NOTHING FOLLOWS*****			
			page 1 of 2	Note: Please specify brand model/origin .		

PURPOSE: SEARCH FOR PANTAWID PAMILYA EXEMPLARY CHILDREN 2024, AWARDING OF HUWARANG PANTAWID PAMILYA WINNER AND POSTER MAKING CONTEST WINNER

PR No.: 2024-07-0654

(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 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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 Field Office MiMaRoPa Region
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			INCLUSION:			
			Free use of one (1) Airconditioned function hall/ballroom			
			Can accommodate 95 pax with no obstructing pillars, free from noise, with audio system and at least 4 microphones and Free use of LED Monitor or projector & whiteboards			
			- August 29, 2024 - 1:00pm to 10:00pm (for decorations/rehearsal)			
			- August 30, 2024 - 7:00am to 7:00pm (for the conduct of event)			
			Free use of one (1) Airconditioned conference room on August 31, 2024 from 11:00am to 1:00pm (can accommodate 15 pax free from noise which is detrimental to the event)			
			Free flowing coffee, drinking water and candies			
			Availability of electric outlets and free use of extension cords			
			With free strong wifi connections			
			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			
			Food to be served should have vegetables and fruits and can adjust for Muslim and non pork eaters			
			Free use of facilities and amenities (if applicable)			
			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*****			
			TOTAL APPROVED BUDGET FOR THE CONTRACT: One Hundred Forty Eight Thousand Five Hundred Pesos Only (Php148,500.00)			
			page 2 of 2			
				Note: Please specify brand model/origin .		

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