



REQUEST FOR QUOTATION

RFQ No. 2024-08-0868 NP-LOV
 Date: September 11, 2024

Company Name : _____
 Company Address : _____
 Contact Person : _____
 Contact No. : _____
 Email # : _____
 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: ccrvictorio@dswd.gov.ph not later than **5:00 PM on September 18, 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], [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: November 29-30, 2024
- Place of Delivery: Boac, Marinduque
- 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 "

CATHERINE CATHY R. VICTORIO
 Procurement Officer

Telefax: 5336-8106 to 07 loc. 24052
 Contact Number: 09984746898

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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RFQ No. 2024-08-0868

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	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	120	pax	Board and Lodging for 1 day			
	110	guaranteed pax	Year-end Review of SWAD Programs and Implementation			
			Venue: Boac, Marinduque			
			Date: November 29-30, 2024			
			Check in: November 29, 2024 / 12:00 PM			
			Check out: November 30, 2024 / 12:00 NN			
			Room sharing: Airconditioned room, Triple sharing with separate bed per pax and free toiletries			
			Number of Pax: 120 Maximum			
			Guaranteed number of pax: 110 guaranteed. <u>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			
			Nov 29: Lunch, PM snack, Dinner			
			Nov 30: Breakfast, AM snack			
			Type & Time of serving: Managed Buffet Meals & Plated Snacks			
			Breakfast - 6:00 AM AM snack - 9:00 AM			
			Lunch - 12:00 NN PM snack - 3:00 PM			
			Dinner - 6:00 PM			
			Menu selection:			
			Hotel to submit the Menu (minimum of atleast 2 viands, soup, dessert and beverages)			
			No repeating menu/meals			
			Inclusions:			
			Free use of Airconditioned Conference Room (can accommodate more than 120 pax and free from noise which is detrimental to the event			
			Compliance of function room to a health and safety protocols of social distancing			
			Free flowing coffee, tea and drinking water			
			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			
			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 Tarpaulin/Backdrop			
			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:			
			Two Hundred Sixty-Four Thousand Pesos Only			
			(Php 264,000.00)			
				Note: Please specify brand model/origin .		

PURPOSE: Year-end Review of SWAD Programs and Implementation
PR No.: 2024-08-0868 NP-LOV

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 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.