



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Field Office MiMaRoPa Region
1680 F.T. Benitez corner Malvar Sts., Malate, Manila

REQUEST FOR QUOTATION

RFQ No.: 2024-08-0876 NP-LOV
Date: September 12, 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 14, 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
9/12/24

Terms and Conditions:

- 1. Award shall be made on per: [] item basis [x] total quoted price [] lot basis
2. Price Validity shall be valid until: One Hundred Twenty (120) Calendar days
3. Services shall be delivered on: November 6-8, 2024
4. Place of Delivery: Hotel within NCR
5. 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
6. 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.
7. For goods please indicate brand, model and country of origin.
8. In case of discrepancy between unit cost and total cost, unit cost shall prevail.
9. Please indicate warranty:
10. 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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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
1	30	pax	<p>Board and Lodging for 2 days</p> <p>Activity: Cascading of Social Protection Plan FY 2023-2024 cum Data Management</p> <p>Preferred Venue: Hotel within NCR</p> <p>Date of Activity: November 6-8, 2024</p> <p>Check In Date and Time: November 6, 2024 : 12:00 pm Check Out Date and Time: November 8, 2024: 12:00 pm</p> <p>Number of pax: 30 maximum</p> <p>Guaranteed number of pax: 25 guaranteed pax ✓ 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 ✓</p> <p>Functionality of Function Room:</p> <p>✓ 1. Available Air-conditioned Function/Conference Room that can accommodate 30 participants from 7am to 6pm with space for workshop and secretarial table</p> <p>✓ 2. Set-up to be finalized to training secretariat</p> <p>✓ 3. With free pads and pencils</p> <p>✓ 4. With Philippine Flag, Podium and Pole</p> <p>✓ 5. Waive electricity charges for use of laptops</p> <p>✓ 6. Soundproof conference room.</p> <p>Room Arrangement:</p> <p>✓ 1. Guaranteed twin/triple sharing air-conditioned room, 1 bed per participants</p> <p>✓ 2. Open check out time for complimentary room on the last day without additional cost.</p> <p>✓ 3. Amenities includes a. TV and Cabinets b. Toiletries/pax (towels, shampoo, soap, toothbrush, slippers) to be replenished everyday.</p> <p>Meals Schedule</p> <p>✓ November 6, 2024- Lunch, PM Snack and Dinner</p> <p>✓ November 7, 2024- Breakfast, AM Snack, Lunch, PM Snack Dinner</p> <p>✓ November 8, 2024-Breakfast and AM Snack</p> <p>Type of Serving:</p> <p>✓ Managed Buffet-Breakfast (6:00am), Lunch (12:00nn) and Dinner (6:00pm) Plated Snacks-AM Snacks (9:00 am) and PM Snacks (3:00 pm)</p> <p>Menu Selection:</p> <p>✓ 1. Hotel to submit the Menu (minimum of atleast 2 viands, soup, dessert and beverages)</p> <p>✓ 2. Hotel will submit proposed menu one week before the schedule</p> <p>✓ 3. No repeating menu/meals</p>		
			<p>APPROVED BUDGET FOR THE CONTRACT: One Hundred Ninety Two Thousand Pesos Only (Php 192,000.00)</p>		
			<p>Note: Please specify brand model/origin.</p>		

PURPOSE: Board and lodging for the conduct of Cascading of Social Protection Plan FY 2023-2024 cum Data Management on November 6-8, 2024

PR No.: 2024-08-0876

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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		✓	4. Menu should be feasible for religion and health concerns.		
		✓	5. With fruits		
		✓	6. No cream dory ✓		
			<u>Inclusions:</u>		
		✓	1. Room occupancy should follow IATF guidelines and protocols		
		✓	2. Structurally sound and safety for occupancy with enough fire escapes, fire fighting equipments, CCTV, elevators and stairs		
		✓	3. Facilities must be PWD and Senior Citizen Friendly		
		✓	4. Airconditioned venue with air humidifiers		
		✓	5. No obstructing pillars in the conference room		
		✓	6. The session hall/conference room is free from noise w/c is detrimental to the event/meeting		
		✓	7. With registration area		
		✓	8. Free use of telephone line, projector w/ screen, speaker podium, sound system w/ 5 microphones, electric outlets, extension cords, whiteboard and whiteboard marker & eraser and other amenities		
		✓	9. Free Wi-Fi access for both guest and function rooms		
		✓	10. Free use of parking space		
		✓	11. Venue must be with provision of alcohol and sanitizers for the participants.		
		✓	12. At least one (1) hotel staff/attendant available at any given time during the session to assist the secretariat in logistical concerns		
		✓	13. At least one (1) hotel staff/attendant to act as marshall to remind the hotel health protocols		
		✓	14. Free complimentary room for the Regional Director		
			<u>OTHERS</u>		
		✓	*With available emergency first aid kit and vehicle for emergency		
		✓	*Atleast 1 operational Elevator available 24/7		
		✓	*Free welcome streamer		
		✓	*With functional CCTV (24/7)		
		✓	*Adequate security service (24/7)		
		✓	*Not situated beside/near establishment that may touch on cultural sensitivities like mortuaries, morgue and other similar class within 50-100 meters away from the venue.		
		✓	*Not offering short-term lodging associated with motels or situated within "RED LIGHT DISTRICT" within 50-100 meters away from the venue.		
		✓	*Hotel has Certificate of Authority to Operate issued by the Department of Tourism		
		✓	Note: End-user shall inform the Service Provider one to two weeks the exact date prior to the conduct of the activity		
		✓	Note: The secretariat will provide the final list of participants in the first day of activity		
			Nothing follows		
			APPROVED BUDGET FOR THE CONTRACT: One Hundred Ninety Two Thousand Pesos Only (Php 192,000.00)		
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