



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

REQUEST FOR QUOTATION

RFQ No. 2024-09-0909 NP-LOV  
Date: September 27, 2024

Company Name : \_\_\_\_\_  
 Company Address : \_\_\_\_\_  
 Contact Person : \_\_\_\_\_  
 Contact No. : \_\_\_\_\_  
 Email # : \_\_\_\_\_  
 Company TIN : \_\_\_\_\_  
 PhilGEPS Reg. No. : \_\_\_\_\_

Sir/Madam:

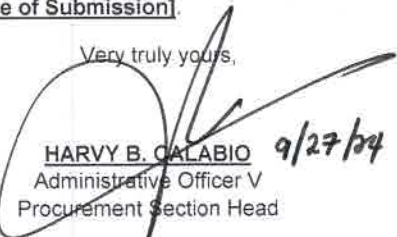
Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in Annex A. **Failure to indicate information could be basis for non-compliance.** Also, furnish us with descriptive brochures, catalogues, literatures and/or 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 may be submitted in lieu of the Mayor's /Business Permit and PHILGEPS Registration Number.

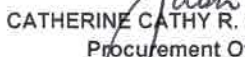
Please accomplish and submit this form together with Annex A to DSWD MIMAROPA Region -BAC Secretariat at 2nd Floor 1680 F.T. Benitez corner Malvar Sts., Malate, Manila or email to: [ccrvictorio@dswd.gov.ph](mailto:ccrvictorio@dswd.gov.ph) not later than **5:00 PM on October 4, 2024 (Friday)**. Quotations 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** 9/27/24  
 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: October 16-18, 2024
- Place of Delivery: with in NCR
- 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](http://www.philgeps.gov.ph) to register "

  
**CATHERINE CATHY R. VICTORIO**  
 Procurement Officer

Telefax: 53368106 to 07 loc. 24052  
 Contact Number: 09984746898

\_\_\_\_\_  
 Signature Over Printed Name  
 ( Supplier)



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RFQ No. 2024-09-0909

Date:

( should be filled up by supplier)

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

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	83	pax	Board and Lodging for 2 days			
	74 guaranteed	pax	Strengthening Protection Programs for Children, Families, IPs and other Individuals in street situations proposal 2024			
			Venue: with in NCR			
			Date: October 16-18, 2024			
			Check in: October 16, 2024 / 1:00 PM			
			Check out: October 18, 2024 / 12:00 NN			
			Room sharing: Airconditioned, double / triple sharing, with individual bed per pax and free toiletries			
			Number of Pax: 83 Maximum			
			✓ Guaranteed number of pax: 74 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 no. of participants</i>			
			Meal schedule			
			✓ Oct 16: PM snack, Dinner			
			✓ Oct 17- Breakfast, AM snack, Lunch, PM snack, and Dinner			
			✓ Oct 18- Breakfast, AM snack, Lunch			
			Type & Time of serving: <b>Managed Buffet Meals &amp; Plated Snacks</b>			
			Breakfast - 6:00 AM AM snack - 9:00 AM			
			Lunch - 12:00 NN PM snack - 2:00 PM			
			Dinner - 6:00 PM			
			Menu selection:			
			Hotel to submit the Menu (minimum of atleast 2 viands, soup, dessert and beverages)			
			Free use of Airconditioned Conference Room (can accommodate maximum of 50 pax per conference room and free from noise which is detrimental to the event)			
			No obstructing pillars in the conference room			
			Availability of electric outlets and free use of extension cords and white boards, big posting board			
			With free LAN Internet/ 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			
			Table and chairs are enough for participants and arrangement follows safety protocols in effect.			
			Complementary Welcome Tarpaulin for backdrop of the function room			
			Technician on standby for assistance.			
			Free hygienic alcohol in the common areas and conference rooms for the whole duration of the event.			
			***nothing follows***			
			<b>TOTAL APPROVED BUDGET FOR THE CONTRACT:</b>			
			Four Hundred Thirty-One Thousand Six Hundred Pesos Only			
			✓ (Php 431,600.00)			
				Note: Please specify brand model/origin .		

PURPOSE: Strengthening Protection Programs for Children, Families, IPs and other Individuals in street situations proposal  
2024  
PR No.: 2024-09-0909 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.**