



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

REQUEST FOR QUOTATION

RFQ No. 2024-10-1003 NP-LOV
Date: October 17, 2024

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

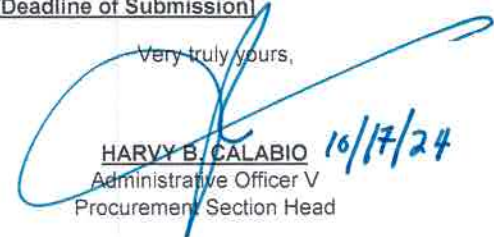
Sir/Madam:

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.

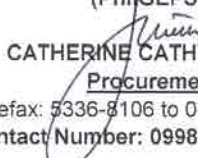
Additionally, please attach copies of your Company's Business Permit, Mayor's Permit, PCAB License (if applicable), PhilGEPS Certificate, latest Income/Business Tax Return and a notarized or unnotarized Omnibus Sworn Statement in accordance with the attached format marked as Annex B. If awarded, please 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 October 24, 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 10/17/24
 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: November 27-28, 2024
- Place of Delivery: Cavite, Laguna, or Batangas
- 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)



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Company Name : _____
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 Contact Person : _____
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 Email Address : _____
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 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	335	pax	Board and Lodging for 1 day (2 days 1 night)			
	285	guaranteed pax	Staff Development and Year-End Regional General Assembly			
			Venue: Cavite, Laguna, or Batangas (with Team Building Facilities)			
			Date: November 27-28, 2024			
			Check in: November 27, 2024 / 2:00 PM			
			Check in: November 28, 2024 / 12:00 PM			
			Number of Pax: 335 Maximum			
			Guaranteed number of pax: 285 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>			
			A. Airconditioned Accommodation			
			Room Sharing: Triple/Quad occupancy per room (individual beds) with free toiletries			
			B. Airconditioned Function Room/ Pavilion (can accommodate 335 pax)			
			Schedule of use: November 27, 2024 (8:00AM to 11:00PM), November 28, 2024 (6:00AM to 12:00PM)			
			Structurally sound and safe for occupancy with fire escapes, fire fighting equipments, CCTV, elevators and stairs. Facilities must be PWD and Senior Citizen friendly.			
			Air conditioned venue with air humidifiers, No obstructing pillars in the conference room			
			Free use of projector w/ screen, podium, sound system w 4 microphones, electric outlets, extension cords, whiteboard and whiteboard marker & eraser and other amenities			
			Free Wi-Fi access in function hall; with free flowing coffee & water, no corkage fee for outside food & beverages			
			C. Team Building Facilities (Free Use)			
			Schedule of use: November 27, 2024 (3:00PM to 6:00PM)			
			With outdoor team building facilities (preferably eg. Forest Canopy Walk, Mud Crawl, and Bamboo Rafting, and Trust and Field Games, High Ropes Course, Wali Climbing, and Rappelling.			
			page 1 of 2			
			TOTAL APPROVED BUDGET FOR THE CONTRACT: One Million One Hundred Thirty-Nine Thousand Pesos Only (Php 1,139,000.00)	Note: Please specify brand model/origin .		

PURPOSE: Staff Development and Year-End Regional General Assembly
 PR No.: 2024-10-1003 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.



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			Spider's Web, Obstacle Course, Military Crawl, Burma Bocket, Low V, Hanging Corridor Tire Course, Kiddie Rappel, Wooden Bridge, Mini Zipline, Synchronized Walk, Trust Fall, and Pyramid Obstacle). Other recreational facilities to include swimming pools, water slides, basketball courts, volleyball courts, table tennis, bilhards, darts, and duckpin bowling			
			D. Team Building Facilitator <i>(included in the package)</i>			
			Schedule of facilitation: November 27, 2024 (3:00PM to 6:00PM) ; No.of pax: 300-335			
			Facilitator should prepare physical and mental activities that will help the participants			
			understand the importance of 3Ps and how they matter. The 3Ps of successful team building are: Purpose, Participation and Programme. The activities should Build team rapport.			
			Strengthen relationships & cohesiveness. Hold a high-performance team, Align project wams			
			Learn the agency's core values and Improve team communication			
			E. Meals			
			Breakfast Specification (managed buffer; served at 6:00AM) Day 2			
			Meal: 2 main dish (fish/beef chicken), 1 side dish (vegetable) 1 soup, 1 rice, 1 dessert			
			Drink: Juice			
			AM Snack Specification (plated; served at 10:00AM) Day 1			
			Meal: Pasta (No pork)			
			Drink: Juice			
			Lunch Specification (managed buffet, served at 12:00NN) Day 1			
			Meal: 2 main dish (fish/beofchicken); 1 side dish (vegetable) 1 soup, 1 rice, 1 desser			
			Drink: Juice			
			PM Snack Specification (plated, served at 3:00PM) Day 1			
			Meal Sandwich/ Native Delicacies			
			Drink: Juice			
			Dinner Specification (managed butter, served at 6:00PM) Day 1			
			Meal: 2 main dish (fish/beef chicken side dish (vegetable) 1 soup, 1 rice; 1 dessert			
			Drink: Juice			
			Additional Meal: AM Snack (plated; served at 10:00AM) Day 2			
			Meal: Pasta (No pork)			
			Drink: Juice			
			Additional Meal: Lunch (packed; served at 11:00AM) Day 2			
			Meal: 2 main dish (fish/beef/chicken); 1 side dish (vegetable) 1 soup; 1 rice; 1 dessert			
			Drink: Juice			
			Venue to submit menu 2 weeks prior the activity			
			page 2 of 2			
			nothing follows			
			TOTAL APPROVED BUDGET FOR THE CONTRACT:			
			One Million One Hundred Thirty-Nine Thousand Pesos Only			
			(Php 1,139,000.00)			
				Note: Please specify brand model/origin .		

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