

REQUEST FOR QUOTATION (RFQ)

PR/PP No.: 2022-09-575

End-user: KALAHI

Name of Project:

RFQ No.: 2022-10-791

Date: OCT 18 2022

ABC: ₱524,300.00

BOARD AND LODGING RE: KALAHI-CIDSS Technical Session for the Municipal  
Financial Analysts

Mode of Procurement: LEASE OF VENUE

Sir/Madam:

Please quote your lowest price on the item/s described in the succeeding pages inclusive of taxes duly signed by you or your authorized representative, subject to the Terms and Condition provided in this RFQ and submit personally to the Office of the Procurement Section, 40 North Drive, Baguio City or through email at [bacsec.car@dswd.gov.ph](mailto:bacsec.car@dswd.gov.ph) on or before OCT 20 2022, 12:00NN.

  
LAMELYN P. CABRERA  
Affiliate BAC Chairperson

TERMS AND CONDITIONS:

1. Quotations in excess of the ABC will be **REJECTED**.
2. For unit price/s, quotations with a **dash or zero shall be deemed free of charge**.
3. All entries must be typewritten/printed/longhand. **Any erasure in the quotation must be countersigned by the bidder/representative**, otherwise quotation will be rejected.
4. The Procuring Entity **may give due preference to goods being offered with green component**.
5. If necessary, the BAC through the TWG, may require an ocular inspection of the venue/place of business/goods being offered.
6. Delivery of Goods / Services is **as indicated** in the next page.
7. Price validity shall be for a period of **120 calendar days from RFQ Opening of the BAC until confirmation of Purchase Order by the winning supplier**.
8. The following documents shall be attached upon submission of quotation, otherwise your quotation will not be accepted, please disregard if already submitted:
  - o **Updated Mayor's / Business Permit**
  - o **PhilGEPS Registration Certificate or PhilGEPS Registration Number to be indicated in space below (except for Negotiated Procurement - Emergency Cases, Sec. 53.2, RA 9184 IRR)**
  - o **Income/Business Tax Return (for Small Value Procurement, Direct Contracting above P500K, Emergency Cases above P500K, and Lease of Real Property/Venue)**.
  - o **Official Receipt issued by BIR (a mere picture of the receipt can suffice)**
9. Where there is discrepancy between: (a) total price per item and unit price for the item as extended or multiplied by the quantity of that item, the unit price shall prevail; (b) stated total price and the actual sum of prices of component items, the lower shall prevail; (c) unit cost in the detailed estimate and unit cost in the bill of quantities, the lower shall prevail.
10. Suppliers/Contractors who **refuse to accept correction of price offer after Bid Evaluation may be disqualified**.
11. Award of Contract shall be made to the Lowest Calculated Responsive Quotation (LCRQ) that complies to the **technical specifications** and the **terms and conditions** stated herein.
12. The BAC shall require the bidder with Lowest Calculated Responsive Quotation (LCRQ) to submit the Omnibus Sworn Statement prior to issuance of Award / Purchase Order with ABC amounting to P500,000.00 for Emergency Cases and P50,000.00 above for Small Value Procurement.
13. If the Supplier fails to deliver the required goods /services as specified in the Award / Purchase Order, the Procuring Entity may **disqualify bidder from participating future procurement activities to be conducted by DSWD-CAR**.
14. **Liquidated damages equivalent to one tenth of one percent (0.001) of the value of the goods not delivered within the prescribed delivery period may be imposed per day of delay**. The Procuring Entity (PE) may rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
15. Further information may be obtained from the Procurement Section with telephone number **(074) 661-0430 local 25025** or email address **[bacsec.car@dswd.gov.ph](mailto:bacsec.car@dswd.gov.ph)**.

Republic of the Philippines  
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
Cordillera Administrative Region  
40 North Drive, Baguio City

**REQUEST FOR QUOTATION (RFQ)**

LOT NO.	DETAILED DESCRIPTION	QTY	ABC/UNIT	UNIT PRICE	TOTAL
	BOARD AND LODGING RE: KALAHI-CIDSS Technical Session for the Municipal Financial Analysts				
1	<b>BATCH 1</b>				
	TENTATIVE DATE: October 24-28, 2022				
	<b>Day 0/Arrival</b>				
	Dinner	51	300/serving		
	Lodging	51	700/pax		
	<b>Day 1</b>				
	Breakfast	51	200/serving		
	AM Snack	51	150/serving		
	Lunch	51	300/serving		
	PM Snack	51	150/serving		
	Dinner	51	300/serving		
	Lodging	51	700/pax		
	<b>Day 2</b>				
	Breakfast	51	200/serving		
	AM Snack	51	150/serving		
	Lunch	51	300/serving		
	PM Snack	51	150/serving		
	Dinner	51	300/serving		
	Lodging	51	700/pax		
	<b>Day 4/Departure</b>				
	Breakfast	51	300/serving		
<b>Sub-Total for Batch 1</b>					
2	<b>BATCH 2</b>				
	TENTATIVE DATE: November 7-10, 2022				
	<b>Day 0/Arrival</b>				
	Dinner	56	300/serving		
	Lodging	56	700/pax		
	<b>Day 1</b>				
	Breakfast	56	200/serving		
	AM Snack	56	150/serving		
	Lunch	56	300/serving		
	PM Snack	56	150/serving		
	Dinner	56	300/serving		
	Lodging	56	700/pax		

	<b>Day 2</b>			
	Breakfast	56	200/serving	
	AM Snack	56	150/serving	
	Lunch	56	300/serving	
	PM Snack	56	150/serving	
	Dinner	56	300/serving	
	Lodging	56	700/pax	
	<b>Day 4/Departure</b>			
	Breakfast	56	300/serving	
<b>Sub-Total for Batch 2</b>				
<b>TOTAL PRICE</b>				
	<b>TRAINING SPECIFICATIONS</b>	<b>COMPLIANCE</b> <small>(please check whether can comply or not, no check mark will mean non-compliance)</small>		<b>REMARKS</b>
		<b>Can Comply</b>	<b>Cannot Comply</b>	
<b>Availability</b>				
1	Venue is available on: Batch 1 - October 24-28, 2022 Batch 2 - November 7-10, 2022	[ ]	[ ]	
<b>Location and Site Condition</b>				
1	The venue is reachable or accessible to transport services but not limited to taxi, and/or jeepney plying within the area	[ ]	[ ]	
2	The venue has parking space and automatically reserves parking slots for DSWD considering the following: a. Small events (50 participants): at least five (5) parking slots b. Medium events (51 - 100 participants): at least 10 parking slots c. Big events (101 and above participants): at least 15 parking slots. Note: For special gathering and events (e.g. NMDC): atleast 15 parking slots	[ ]	[ ]	
<b>Neighborhood data</b>				
1	The venue is reachable/accessible and within 500 meters radius using Google maps from nearby hospitals, police stations, banks, restaurants, among others.	[ ]	[ ]	
2	Establishments near the venue have no sanitation issues and do not pose health risks	[ ]	[ ]	
3	The venue is at least 100 meters radius away from bars and similar establishments serving hard liquors and intoxicating beverages using Google maps.	[ ]	[ ]	
<b>Venue</b>				
<b>A. Facilities and Amenities</b>				
<b>1 Health System Requirements and Protocols</b>				
a	Undertake body temperature checking using thermal scanner at the hotel entrances for all guests/participants by qualified health or medical staff or trained hotel personnel.	[ ]	[ ]	
b.	Sanitizing mats are provided at the entrance of the venue for the disinfection of guest's shoes.	[ ]	[ ]	
c	Physical distancing measures, hand sanitization, and respiratory etiquette must be observed when handling guests at the check-in counter or reception area.	[ ]	[ ]	
d	Essential health kits such as face mask, disposable waste bag, 70% alcohol or hand sanitizer, tissue paper/paper towel, and disposable gloves should be available at the reception counter or concierge	[ ]	[ ]	
e	Guest must be informed of the management policies on room occupancy, dining, and use of public areas imposed to ensure safety and reduce risk of infection. Physical distancing, wearing of mask, proper handwashing/hand sanitizing practice must be emphasized.	[ ]	[ ]	
f	Guest must be provided with reminder cards, which may include the following: 1) No sharing of food or any personal or non-personal belongings; 2) Proper disposal of used PPE; 3) Mingling with occupants of other rooms are not encouraged; 4) practice of basic health protocols (proper handwashing, use of facemask, and physical distancing, among others)	[ ]	[ ]	
g	Floor markers that allows one (1) meter distance between guests on queuing must be in place to ensure physical distancing	[ ]	[ ]	
h	The venue has security measures in place (e.i. 24 hour security guard on duty and presence of functional CCTV cameras within hotel premises) to ensure safety of participants	[ ]	[ ]	
2	<b>The conference/function hall is:</b> a. free of use the whole activity duration. c. can accommodate the proposed number of attendees with distance regardless of the layout and arrangement of stage, chair, and table set up using rectangular or round tables, among others. d. has no impediments or pillars at the center or side of the hall which may affect the view and interaction between and among participants and learning service providers. e. sanitize or disinfect the function hall daily (before starts or after the activity) to ensure cleanliness and orderliness. f. sound proofed, well lighted, and well ventilated g. Can be used from 6:00 AM - 10:00 PM without extra charges h. In light of physical distancing, seating arrangement must consider enough spacing (e. to contribute to the conduciveness of the learning environment)	[ ]	[ ]	
3	<b>The conference/function halls have high quality sound system and equipment which includes the following:</b>			
	a. Three (3) functional wireless microphones	[ ]	[ ]	
	b. Free use of one functional LCD Projector and Screen	[ ]	[ ]	
	c. Standby IT personnel or able technician inside the conference/function hall	[ ]	[ ]	

	TRAINING SPECIFICATIONS	COMPLIANCE (please check whether can comply or not, no check mark will mean non-compliance)		REMARKS
		Can Comply	Cannot Comply	
4	Access to strong WIFI connection , to wit: a. minimum of 10 mbps for usual browsing (google, youtube, social media) and b. minimum of 30 mbps for intensive IT-related activities	[ ]	[ ]	
5	Presence of standby personnel inside the conference/function hall for coordination purposes	[ ]	[ ]	
6	Free charging of all electronic gadgets (i.e. laptop, projector, mobile phone, among others) including free use of extension cords the whole activity duration	[ ]	[ ]	
7	Availability of 3ft x 4ft white board inside the conference/function hall with two markers and whiteboard eraser throughout the activity duration	[ ]	[ ]	
<b>B Room Accommodation</b>				
1	The hotel has the required number of rooms which can accommodate the proposed number of participants. Each room is good for 1-2 sharing with single bed (atleast 1 meter apart from next bed) per participant	[ ]	[ ]	
2	Charges are based on guaranteed reservation on the first day and actual number of participants on succeeding days and not on the number of rooms occupied.	[ ]	[ ]	
3	Room set-up must allow convenient in-room dining for guests.	[ ]	[ ]	
4	Rooms should be sanitize daily as a standard operating procedure	[ ]	[ ]	
5	Availability of free toiletries and other necessities such as soap, shampoo, toothbrush with toothpaste,rubber or re-usable slipper , bottled/pitcher water, tissue and other basic necessities like extra or thicker blanket free of charge upon request	[ ]	[ ]	
6	Sanitization kit shall be provided for each guest which may include 70% solution alcohol or alcohol based sanitizers, face mask, among others.	[ ]	[ ]	
<b>C Catering Services</b>				
1	Food station must be manned by restaurant crew or personnel. In case the participants need to conduct Field Visit, food must be packed.	[ ]	[ ]	
2	Breakfast with minimum of three viands, with dessert, and drinks choices of coffee, choco, milk, and tea aside from purified water			
3	Lunch and dinner with three viands (2 meats/fish and 1 vegetable), with appetizer, soup, desserts, and drinks in a glass of healthy or fruit infused drinks			
4	AM and PM snacks are preferably indigenous or healthy snacks with a glass of coconut water or natural fruit infused juice. Please attached proposed menu with serving details to be concurred by the end-user <i>Note: a) creamer, sugar, and the like are preferred to be in a canister rather than in sachet to comply with green procurement b.) Portioning or serving of meals is based on standard and applicable food measurement (e.g. bowl of bilo-bilo or 2 pcs of suman with 1 slice of riped mango)</i>	[ ]	[ ]	
5	Charges on meals/snacks should be based on guaranteed number of participants on the first day and actual number of participants on succeeding days.	[ ]	[ ]	
<b>D Other requirements</b>				
1	Free two (2) signages or backdrops (Digital Signage/Display Screen) with atleast 3x4ft size to be displayed at the conference/function hall and within the designated hotel area/premises.	[ ]	[ ]	
2	Free provisions of the following learning accessories: a.Basic medicines for headache, LBM,etc. available at the front desk or reception area; b.Accessibility and provision of basic health kits (sanitizer or alcohol); c.Adequate supply of soaps, alcohol based sanitizer, toilet paper in the restroom must be ensured regularly; d. Toilet and restrooms must be functional, cleaned, and sanitized regularly every two hours.	[ ]	[ ]	
<b>E. Terms and Conditions</b>				
	The place of delivery of the goods / services is within Baguio City	[ ]	[ ]	

• Award shall be made per:

Lot basis

Total Quoted Price

Note: **NO GIFT ALLOWED**. Pursuant to RA 6713, otherwise known as the Code of Conduct and Ethical Standards for Public Officials and Employees. The DSWD reserves the right to reject any or all offers at no costs, waive any therein and accept the offer most advantageous to the government.

Sir: After having carefully read and accepted your terms and conditions, I / We submit our bid on the item/s quoted above.

Signature of supplier/representative over printed name: \_\_\_\_\_

Name of Firm/Dealer/Contractor: \_\_\_\_\_

(This will be the name of the CHEQUE to be issued)

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Contact Number/s: \_\_\_\_\_

PhilGEPS Registration Number: \_\_\_\_\_

\_\_\_\_\_  
Name and Signature of Canvasser