

REQUEST FOR QUOTATION (RFQ)

PR/PP No.: 2023-08-628
End-user: KALAHI
Name of Project:

RFQ No.: 2023-08-962
Date: AUG 30 2023
ABC: ₱188,000.00

**LODGING RE: KALAHI-CIDSS Municipal Roll-Out on Participatory Barangay Development Planning
for the Municipality of Besao, Mountain Province (Part 3)**

Mode of Procurement: SMALL VALUE PROCUREMENT

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 on or before SEP 06 2023
8:00 AM


ENRIQUE H. GASCON JR.
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**.

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
	LODGING RE: KALAHI-CIDSS Municipal Roll-Out on Participatory Barangay Development Planning for the Municipality of Besao, Mountain Province (Part 3)				
1	Cluster 1 - 4 Barangays				
	TENTATIVE DATE: 5-7 September 2023				
	Day 1				
	Lodging	47	pax		
	Day 2				
	Lodging	47	pax		
				Sub-Total	
2	Cluster 2 - 4 Barangays				
	TENTATIVE DATE: 12-14 September 2023				
	Day 1				
	Lodging	47	pax		
	Day 2				
	Lodging	47	pax		
				Sub-Total	
3	Cluster 3 - 3 Barangays				
	TENTATIVE DATE: 19-21 Septemeber 2023				
	Day 1				
	Lodging	47	pax		
	Day 2				
	Lodging	47	pax		
				Sub-Total	
4	Cluster 4 - 3 Barangays				
	TENTATIVE DATE: 26-28 Septemeber 2023				
	Day 1				
	Lodging	47	pax		
	Day 2				
	Lodging	47	pax		
				Sub-Total	

Grand Total

	TRAINING SPECIFICATIONS	COMPLIANCE		REMARKS
		Can Comply	Cannot Comply	
Availability				
1	Lodging Facility is available during the proposed dates.	[]	[]	
Location and Site Condition				
1	The Lodging Facility is reachable and accesible to transport services but not limited to taxi and jeepney plying within the area	[]	[]	
2	The Lodging Facility has parking space and automatically reserves parking slots for DSWD considering the following: a. Small events (50 pax): at least three (3) reserved vehicle slots for the DSWD b. Medium events (51 - 100 pax): at least ten (10) reserved vehicle slots for the DSWD c. Big events (more than 100 pax): at least (15) reserved vehicle slots for the DSWD	[]	[]	
Neighborhood data				
1	The Lodging Facility is reachable/accesible and within 500 meters radius (using Google maps) from nearest/nearby hospitals, police stations, banks, restaurants , among others.	[]	[]	
2	Establishments near the Lodging Facility have no sanitation issues reported and do not post health risks	[]	[]	
3	The Lodging Facility is at least 100 meters radius away from red light district using Google maps application.	[]	[]	
Venue				
A.	Compliance to IATF/DOT/DOH/LGU guidelines on the operations of hotels and other accomodation establishments under the alert levels system for covid-19 (depending on the alert level)	[]	[]	
B.	Facilities and Amenities			
1	The Lodging Facility 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	Exclusive access to strong and stable WIFI connection, to wit: a. minimum of 10 mbps for usual browsing (google, Youtube, social media) b. minimum of 30 mbps for intensive IT related activities	[]	[]	
C.	Room Accommodation			
1	The Lodging Facility has the required number of rooms which can accommodate the proposed number of participants . Each room is good for 3-4 sharing with single bed per participant	[]	[]	
2	Room charges are based on confirmed number of pax on the first day and actual number of pax on the succeeding days and not on the number of rooms occupied	[]	[]	

4	Availability of free toiletries such as soap, shampoo, toothpaste with toothbrush, tissue, rubber or re-usable slipper, bottled water/pitcher of water and other basic necessities like extra of thick blanket which is free of charge upon request	[]	[]	
D	Other requirements			
1	a.basic medicines for headache,LBM etc.available at the front desk or reception area. c.hand soap is available for handwashing at the restroom and being replenished regularly once supply is exhausted/depleted	[]	[]	
E.	Terms and Conditions			
	<i>The place of delivery of the goods / services is within Besao, Mountain Province.</i>	[]	[]	
	<i>The service provider must have an Active Landbank Account for payment purposes, For other banks, service charge will be deducted upon payment on the account.</i>	[]	[]	
PAYMENT SHALL BE MADE THRU LANDBANK OF THE PHILIPPINES				

• 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: _____

Bank Account Name: _____

Address: _____

Email Address: _____

Contact Number/s: _____

PhilGEPS Registration Number: _____

Name and Signature of Convasser