

REQUEST FOR QUOTATION (RFQ)

PR/PP No.: 2023-09-711  
End-user: KALAH-CIDSS  
Name of Project:

RFQ No.: 2023-09-1046  
Date: SEP 19 2023  
ABC ₱792,000.00

**BOARD AND LODGING RE: KALAH-CIDSS Operations and Maintenance Training**

Sir/Madam:

Mode of Procurement: LEASE OF VENUE

Please quote your lowest price on the item/s described below 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 **SEP 21 2023 12:00NN.**

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**
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
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:
  - a. **Updated Mayor's / Business Permit**
  - b. **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)**
  - c. **Income/Business Tax Return (for Small Value Procurement, Direct Contracting above P500K, Emergency Cases above P500K, and Lease of Real Property/Venue).**
  - d. **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. Upon **approval of the Purchase Order (PO)**, the Procurement Section shall send or forward the **approved PO for confirmation** to the winning bidder. The **approved PO shall be confirmed within three (3) calendar days** upon sending the approved PO to the **winning bidder's officially registered email address or upon notification of the winning bidder that the approved Purchase Order is available for confirmation**. Failure to submit the confirmed PO within the 3-day period shall **cause the automatic cancellation of the PO**.
14. 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**.
15. **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.
16. 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	UNIT	UNIT PRICE	TOTAL
1	<b>BOARD AND LODGING RE: KALAHI-CIDSS Operations and Maintenance Training</b>				
	Tentative Date: 2-6 October 2023				
	<b>Arrival</b>				
	Lunch	8	serving		
	Dinner	8	serving		
	Lodging	7	pax		
	<b>Day 1</b>				
	Breakfast	8	serving		
	AM Snack	8	serving		
	Lunch	70	serving		
	PM Snack	70	serving		
	Dinner	70	serving		
	Lodging	68	pax		
	<b>Day 2</b>				
	Breakfast	70	serving		
	AM Snack	70	serving		
	Lunch	70	serving		
	PM Snack	70	serving		
	Dinner	70	serving		
	Lodging	68	pax		
	<b>Day 3</b>				
	Breakfast	70	serving		
	AM Snack	130	serving		
	Lunch	130	serving		
	PM Snack	130	serving		
	Dinner	70	serving		
	Lodging	68	pax		
	<b>Day 4</b>				
	Breakfast	70	serving		
	AM Snack	70	serving		
	Lunch	70	serving		
	PM Snack	70	serving		
	Dinner	70	serving		
	Lodging	68	pax		
	<b>Departure</b>				
	Breakfast	70	serving		
	AM Snack	70	serving		
	Lunch	70	serving		
	<b>TOTAL</b>				
	<b>TRAINING SPECIFICATIONS</b>	<b>COMPLIANCE</b>			
		<b>Can Comply</b>	<b>Cannot Comply</b>		<b>REMARKS</b>
<b>Availability</b>					
1	Venue is available during the proposed dates of the activities.	[ ]	[ ]		
<b>Location and Site Condition</b>					
1	The venue is <b>reachable and accessible to transport services</b> but not limited to taxi and jeepney plying within the area	[ ]	[ ]		
2	The venue has <b>parking space and automatically reserves parking slots</b> 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	[ ]	[ ]		
<b>Neighborhood data</b>					
1	The venue is <b>reachable/accessible</b> and within 500 meters radius (using Google maps) from nearest/nearby <b>hospitals, police stations, banks, restaurants</b> , among others.	[ ]	[ ]		



2	Establishments near the venue have <b>no sanitation issues reported</b> and <b>do not post health risks</b>	[ ]	[ ]	
3	The venue is at least 100 meters radius away from red light district using Google maps application.	[ ]	[ ]	
<b>Venue</b>				
<b>A.</b>	<b>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>	[ ]	[ ]	
<b>B</b>	<b>Facilities and Amenities</b>			
1	The venue <b>has security measures in place</b> (e.I. 24 hour security guard on duty and presence of functional CCTV cameras within hotel premises) to ensure safety of participants	[ ]	[ ]	
2	The conference/function hall is: a. <b>free of use</b> for the whole activity duration b. can <b>accommodate the proposed number of attendees</b> regardless of the layout and arrangement of the hall,chair, and table set up using round or rectangular tables,among others. c. has <b>no impediments or pillars</b> at the center or side of the hall that affects the view and interaction between and among participants and learning service providers. d. <b>sound proofed, well lighted, and well ventilated</b> e. Can be <b>used from the indicated time</b> (6:00 AM - 10:00 PM) which is free of charge	[ ]	[ ]	
3	The conference/function halls has high quality sound system and equipment which includes the following:			
	a. Three (3) <b>wireless microphones</b>	[ ]	[ ]	
	b. <b>Free use of one functional LCD Projector</b> and screen	[ ]	[ ]	
	c. <b>Standby IT personnel or able technician</b> inside the conference/function hall to troubleshoot technical glitches	[ ]	[ ]	
4	<b>Exclusive access to strong and stable WIFI connection in the function hall assigned to the activity, to wit:</b> a. minimum of <b>10 mbps for usual browsing</b> (google,Youtube,social media) b. minimum of <b>30 mbps for intensive IT related activities</b>	[ ]	[ ]	
5	<b>Presence of standby personnel inside the conference/function hall</b> for coordination purposes	[ ]	[ ]	
6	Free charging of all electronic gadgets (i.e. laptop, projector, mobile phone, among others) and free use of extension cords for activities needing laptops	[ ]	[ ]	
7	Availability of <b>3x4 ft. white board with two markers,and whiteboard eraser</b> throughout the activity duration	[ ]	[ ]	
<b>C</b>	<b>Room Accommodation</b>			
1	The hotel <b>has the required number of rooms</b> which can <b>accommodate the proposed number of participants</b> . Each room is good for <b>3-4 sharing with single bed per participant</b>	[ ]	[ ]	
2	<b>Room charges</b> are based on <b>confirmed number of participants</b> on the first day and actual number of participants on the succeeding days and <b>not on the number of rooms occupied</b>	[ ]	[ ]	
3	Free <b>rooms for secretariat room resource person</b> (quad sharing and one bed per person) for a minimum of 40 participants	[ ]	[ ]	
4	<b>Availability of free toiletries</b> 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	[ ]	[ ]	
<b>D</b>	<b>Catering Services</b>			
1	Buffet breakfast with minimum of three viands, with dessert, and drink choices of coffee,choco, milk and tea aside from purified water. Buffet lunch and dinner with three viands (2 meat/fish and one vegetable), soup, dessert, and a glass of healthy or natural fruit infused drinks; AM and PM snacks are preferably healthy or indigenous with glass of coconut water or natural fruit infused drinks.  Portioning of meals are as follows: a. For meals : 1 cup of rice, 1 srving of vegetable, 2 serving of meat/fish b. For snacks: (per piece:e.g.1 bowl of ginataan, 2pcs of suman with a slice of mango)  Note: creamer, sugar and the like are preferred to be in a canister rather than in sachet to comply with green procurement.  On the other hand, serving or portioning is based on appropriate and applicable <b>standard measurement/servings</b> .	[ ]	[ ]	
2	Charges on meals/snacks should be based on confirmed number of participants on the first day while charges on succeeding days should be based on actual count.	[ ]	[ ]	
3	One buffet set-up for all meals for every 35 participants. Additional set-up will be required if participants will be doubled. Meals should be served and available on time (breakfast: 6:30-8:00 AM; AM/PM snacks:10AM/3:00PM, and Dinner:5:30PM)	[ ]	[ ]	
4	All meals and snacks have a buffer good for at least five (5) people in excess of the number indicated in the purchase order, which is free of charge for activity with a minimum of 40 participants.	[ ]	[ ]	



<b>D</b>	<b>Other requirements</b>			
1	Free tarpaulin signage/backdrop with atleast 6x5 ft.size and/or electronic display to be displayed within the conference/function hall and/or designated hotel area or premises.	[ ]	[ ]	
2	<b>Provisions of free learning accessories to include:</b> a.real or natural flower arrangements or succulents on partipant's table /center piece as needed b. 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	[ ]	[ ]	
<b>E.</b>	<b>Terms and Conditions</b>			
	<i>The place of delivery of the goods / services is within Baguio City.</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>	[ ]	[ ]	
<b>PAYMENT SHALL BE MADE THRU LANDBANK OF THE PHILIPPINES</b>				

• 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.

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

**Office Address:** \_\_\_\_\_

**Owner's/Proprietor/President's Name and Signature:** \_\_\_\_\_

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

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

**For Authorized Representative, kindly indicate the following:**

**Name and Signature:** \_\_\_\_\_

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

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



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