Republic of the Philippines

DEPARTMENT		dministrative		MENI
	40 North	Drive, Bagui	o City	
REQUE	ST FOR	OLIOTA	TION (REC	11

PR/PP				
No.:	2023-06-504	RFQ No.:	2023-10-1249	
End- user:	KALAHI-CIDSS	Date:	OCT 19 2023	
Name o	f Project:	ABC	₱3,624,750.00	

BOARD AND LODGING RE: KALAHI-CIDSS INSTITUTIONAL DEVELOPMENT AND CAPABILITY BUILDING ACTIVITIES FOR CY 2023 (PART 1) - Regional LGU Forum

	Mode of Procurement:	LEASE OF VENUE
/Madam:		

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 on or before OCT 23 2023

> GASCON JR. ENRIQUE BAC/Chairperson

TERMS AND CONDITIONS:

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- 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 occular 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:
- a. Updated Mayor's / Business Permit
- 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. 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
- 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.

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

TRAINING SPECIFICATIONS REQUEST FOR QUOTATION (RFG) OTY UNIT UNIT PRICE TOTAL BOARD AND LOOGING RE: KALAH-ICIDSS INSTITUTIONAL DEVELOPMENT AND LOAPBILITY BUILDING ACTIVITIES FOR CY 2023 (PART 1)- Regional LOU Fortum 1 Tentative Date: 22-25 November 2023 Arrival Dinner 495 pax Day 1 Dinner 495 pax Day 1 Breakfast 495 servings Breakfast 495 servings AM Snack 515 servings Dinner 515 servings TRAINING SPECIFICATIONS TRAINING SPECIFICATIONS TRAINING SPECIFICATIONS TOTAL COMPLIANCE (please indicate whether can comply or not, no check mark will make the serving or not, no check mark will make the serving or not, no check mark will make the servings TOTAL COMPLIANCE (please indicate whether can comply or not, no check mark will make the servings or not not check mark will make the			ive, Baguio City	I (PEO)		
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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 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 The conference/function hall is: a. free of use for the whole activity duration b. can accommodate the proposed number of attendees regardless of the layout and arrangement of the hall, chair, and table set up using round or rectangular tables, among others. c. has no impediments or pillars at the center or set de of the hall that affects the view and interaction between and among participants and learning service providers. d. sound proofed, well lighted, and well ventilated e. Can be used from the indicated time (6:00 AM - 10:00 PM) which is free of charge. The conference/function halls has high quality sound system and equipment which includes the following: a. Three (3) wireless microphones b. Free use of one functional LCD Projector and screen c. Standby IT presponder to the health of the proference/function healt to troubleshoot.	2	Establisments near the venue have no sanitation issues reported and do not post	health risks	[]	[]	
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			oubleshoot			

	Exclusive access to strong and stable WiFi connection in the function hall assigned to the activity, to wit:			
4	a. minimum of 10 mbps for usual browsing (google, Youtube, social media) b. minimum of 30 mbps for intensive IT related activities	[]	[]	
5	Presence of standy personnel inside the conference/function hall 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 3x4 ft. white board with two markers,and whiteboard eraser throughout the activity duration	[]	[]	
С	Room Accommodation			
1	The hotel 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 participants on the first day and actual number of participants on the succeeding days and not on the number of rooms occupied	[]	[]	
3	Free rooms for secretariat room resource person (quad sharing and one bed per person) for a minimum of 40 participants	[1]	[]	
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	Catering Services			
	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 healty 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:			
1	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 standard measurement/servings.	[]	[]	
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.	[]	. []	
D	Other requirements			
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	Provisions of free learning accessories to Include: 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	[]	[]	
E.	Terms and Conditions			
	The place of delivery of the goods / services is within Baguio City.	[]	[]	
	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.	[]	[]	
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· Award shall be made per:

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	Lot basis

Total Quoted Price

Note: Note:

Sir

After naving carefully read and accepted your terms	and conditions, I / vve submit our bid on the item/s quoted above.	
Signa	ture of supplier/representative over printed name:	
	Name of Firm/Dealer/Contractor:	
	Address:	
Name and Signature of Canvasser	Email Address:	
	Contact Number/s:	
	PhilGEPS Pegistration Number:	