

REQUEST FOR QUOTATION (RFQ)

PR/PP  
No.: 2023-10-870 RFQ No.: 2023-11-1319  
End-user: KALAH-CIDSS Date: NOV 14 2023  
Name of Project: ABC P273,800.00

**BOARD AND LODGING RE: KALAH-CIDSS Provincial Fiduciary Workshops  
for CY 2023 - Province of Ifugao**

Mode of Procurement: LEASE OF VENUE

Sir/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 **NOV 17 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 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:
  - 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)**
    - 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 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**.

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

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LOT NO.	DETAILED DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
	<b>BOARD AND LODGING RE: KALAHI-CIDSS Provincial Fiduciary Workshops for CY 2023 - Province of Ifugao</b>				
<b>1</b>	<b>Tentative Date: 5-8 December 2023</b>				
	<b>Arrival</b>				
	Lunch	37	servings		
	PM Snack	37	servings		
	Dinner	37	servings		
	Lodging	37	pax		
	<b>Day 1</b>				
	Breakfast	37	servings		
	AM Snack	37	servings		
	Lunch	37	servings		
	PM Snack	37	servings		
	Dinner	37	servings		
	Lodging	37	pax		
	<b>Day 2</b>				
	Breakfast	37	servings		
	AM Snack	37	servings		
	Lunch	37	servings		
	PM Snack	37	servings		
	Dinner	37	servings		
	Lodging	37	pax		
	<b>Departure</b>				
	Breakfast	37	servings		
				<b>TOTAL</b>	
	<b>TRAINING SPECIFICATIONS</b>			<b>COMPLIANCE</b> (please indicate whether can comply or not, no check mark will mean non-compliance)	<b>REMARKS</b>
				Can Comply	Cannot Comply
<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/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			[ ]	[ ]