

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**.

4	Exclusive access to strong and stable WIFI connection in the function hall assigned to the activity, to wit: 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 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) 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	[]	[]	
C 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	[]	[]	
4	Availability of free toiletries such as soap, shampoo, toothpaste with toothbrush, tissue, rubber or reusable 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				
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 serving of vegetable, 2 serving of meat/fish b. For snacks: (per piece: e.g. 1 bowl of ginataan, 2 pcs 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 participant'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				
	<i>The place of delivery of the goods / services is within Lagawe/Banaue, Ifugao.</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: _____

Name of Firm/Dealer/Contractor: _____

Address: _____

Name and Signature of Convasser

Email Address: _____

Contact Number/s: _____

PhilGEPS Registration Number: _____

