

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
Regional Office 5 PBN-Buraguis Legazpi City  
KALAHI-CIDSS NATIONAL COMMUNITY DRIVEN DEVELOPMENT PROGRAM

REQUEST FOR QUOTATION

RFQ No.: F 2109-0157  
Date: September 30, 2021

KC-NCDDP

Company Name: \_\_\_\_\_  
Company Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Contact No.: \_\_\_\_\_

Sir/Madam:

1. The National Community Driven Development Project (NCDDP) hereby request you to submit price quotations for the following items in Annex A:

To assist you in preparation of your quotation, we enclosed the necessary technical specifications and required quantities.

2. You may quote for any or more items under this request. Each item shall be evaluated and contract awarded separately to the supplier(s)/service provider(s) offering the lowest evaluated price on per:

Item Basis

Total Quoted

Lot Basis

3. Your quotation in duplicate and in the English language, should be accompanied by adequate technical documentation and catalogue(s) and other printed materials or pertinent information in English for each quoted, including names and addresses of supplier(s)/service provider(s) providing after sales service facilities in the Philippines.
4. The deadline for receipt of your quotation(s) by the KC-NCDDP at the address indicated in Paragraph 6 is:

October 6, 2021

5. Your quotation(s) should be submitted as per the following instruction and in accordance with the Terms and Conditions including the following:
- a. **Prices: The prices should be quoted for the PROVISION OF CATERING SERVICES FOR THE CONDUCT OF PROJECT IMPLEMENTATION WORKSHOP (PIW) PROCUREMENT AND FINANCE OF PANDAN, CATANDUANES, to be delivered at Pandan, Catanduanes as specified from receipt of Contract/Purchase Order.**
  - b. **Evaluation of Quotations:** Offers determined to be substantially responsive to the technical specifications will be evaluated by comparisons of their prices. In evaluating the quotations, the purchaser will adjust any arithmetical errors as follows:
    - i. Where there is discrepancy between the amount in figures and in words, the amount in words will govern;
    - ii. Where there is discrepancy between the unit rates and in the line item total resulting from multiplying the unit rate by the quantity, the units rate as quoted will govern;
    - iii. If a supplier refuses to accept the correction, his quotation will be rejected.  
In addition to the quoted price, the evaluated price shall include Value Added Tax and other necessary taxes as specified herein.
    - iv. **Award of Purchase Order:** The award will be made to the bidder offering the lowest evaluated price that meets the technical and financial requirements.
    - v. **Validity of the Offer:** Your quotation(s) should be valid for a period of forty-five (45) days from the deadline for receipt of quotation(s) indicated in paragraph 4 of this Request for Quotation.
    - vi. If the **supplier/service provider** withdraw the quotation during the validity and/or refuse to accept the award of contract when and if awarded, then you will be excluded from the list of NCDDP suppliers for the project for (2) two years.
    - vii. If the **supplier/service provider** does not start the delivery or perform the services under the contract/PO within 7 days (upon receipt of the purchase order/contract) without reason acceptable to the procuring entity (DSWD), the contract may be terminated through a notice to be issued by the head of the procuring entity (HOPE); the procuring entity shall proceed to negotiated with the succeeding responsive supplier/s; otherwise re-canvass.
    - viii. **Liquidated damages/penalty:** In case of failure to make the full delivery within the time specified in the delivery terms, a penalty one percent of the underlined cost for every day of delay shall be imposed.

6. Further information can be obtained from:

JENNIFER G. REGALADO

Delivery Address  
Telephone / Cellphone No.  
Email Address

Rawis, Regional Center Site, Legazpi City  
0926-709-1743  
fo5kcpurchase@gmail.com

7. Please confirm by fax/e-mail the receipt of this request and whether or not you will submit the price quotation(s).

Sincerely:

  
JOHN GIL S. GREFAL  
AO/II / PROCUREMENT

**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT**  
Regional Office V, Rawis, Legazpi City

RFQ No.: F 2109-0157 KC-NCDDP  
DATE: September 30, 2021

Company Name: \_\_\_\_\_  
Company Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Contact No.: \_\_\_\_\_

Item no.	Qty	Unit	Purchaser's Specifications	Bidder's Specification ( Please write the detailed specification in the space provided)	Unit Cost	Total Cost
			<b>PROVISION OF CATERING SERVICES FOR THE CONDUCT OF PROJECT IMPLEMENTATION WORKSHOP (PIW) PROCUREMENT AND FINANCE OF PANDAN, CATANDUANES.</b>			
			<b>Venue: Pandan, Catanduanes</b>			
			<b>PIW-PROCUREMENT</b>			
			PIW-P-PAN-1			
			<b>October 26-27, 2021</b>			
			AM Snacks, Lunch & PM Snacks			
			PIW-P-PAN-2			
			<b>October 26-27, 2021</b>			
			AM Snacks, Lunch & PM Snacks			
			PIW-P-PAN-3			
			<b>October 26-27, 2021</b>			
			AM Snacks, Lunch & PM Snacks			
			PIW-P-PAN-4			
			<b>October 26-27, 2021</b>			
			AM Snacks, Lunch & PM Snacks			
			PIW-P-PAN-5			
			<b>October 26-27, 2021</b>			
			AM Snacks, Lunch & PM Snacks			
			<b>PIW-FINANCE</b>			
			PIW-F-PAN-1			
			<b>October 28-29, 2021</b>			
			AM Snacks, Lunch & PM Snacks			
			PIW-F-PAN-2			
			<b>October 28-29, 2021</b>			
			AM Snacks, Lunch & PM Snacks			
			PIW-F-PAN-3			
			<b>October 28-29, 2021</b>			
			AM Snacks, Lunch & PM Snacks			
			PIW-F-PAN-4			
			<b>October 28-29, 2021</b>			
			AM Snacks, Lunch & PM Snacks			
			PIW-F-PAN-5			
			<b>October 28-29, 2021</b>			
			AM Snacks, Lunch & PM Snacks			
			<b>Health Standards</b>			
			Inter-Agency Task Force (IATF) Compliant	<input type="checkbox"/> Comply		
			<b>Note:</b>			
			<i>In case of fortuitous events or other circumstances that the number of participants is reduced adjustment shall be made prior to the conduct of the activity or in the succeeding days</i>	<input type="checkbox"/> Comply		
			<b>Estimated Cost: PHP 266,000.00</b>			P

Purpose: **PROVISION OF FOOD & VENUE AND CATERING SERVICES FOR THE CONDUCT OF PROJECT IMPLEMENTATION WORKSHOP (PIW) PROCUREMENT AND FINANCE OF VARIOUS MUNICIPALITIES IN BICOL REGION**

IMPORTANT: The winning bidder MUST SIGN the original copy of Purchase Order (P.O) or Letter Order (L.O) within three (3) days from the date of receipt. FAILURE to sign the original P.O./L.O. means that the bidder is not interested and will be a ground for suspension or blacklisting in DSWD's future biddings.

\_\_\_\_\_  
Convasser's Signature Over Printed Name

\_\_\_\_\_  
(Supplier's Signature Over Printed Name)



**STANDARD REQUIREMENTS FOR VENUES OF DSWD ACTIVITIES**

<b>FUNCTION ROOMS:</b>
<input checked="" type="checkbox"/> · Sound system with at least 2 microphones (preferably wireless)
<input checked="" type="checkbox"/> · Whiteboard with eraser
<input checked="" type="checkbox"/> · Free use of LCD projector & LCD screen
<input checked="" type="checkbox"/> · Free use of electricity when using equipment/laptops
<b>ACCOMMODATION:</b>
<input type="checkbox"/> · Air-conditioned
<input type="checkbox"/> · Bedroom accommodation with individual bathing and toilet facilities
<input type="checkbox"/> · Room arrangement – Single bed occupancy; No double-decked beds
<input type="checkbox"/> · Housekeeping everyday
<input type="checkbox"/> · Toiletries and towels provided every other day
<input type="checkbox"/> · With complimentary purified drinking water provided daily
<b>FOOD REQUIREMENTS:</b>
<input checked="" type="checkbox"/> · The Service Provider (SP) shall provide a menu for selection of the end user
<input checked="" type="checkbox"/> · Menu shall include three viands (Pork, Chicken, Beef or Fish), vegetable, soup and dessert (No dory fish in the menu)
<input checked="" type="checkbox"/> · Free flowing coffee and water
<input checked="" type="checkbox"/> · Plated A.M. and P.M. snacks,
<input checked="" type="checkbox"/> · Assisted Breakfast, Lunch and Dinner Buffets
<input checked="" type="checkbox"/> · Can accommodate request of participants with special dietary meals/non-pork eaters or Muslim participants
<b>OTHER REQUESTS &amp; SPECIAL INCLUSIONS: <i>Only items with ticked marks are needed for the activity.</i></b>
Hall Arrangement ( <i>Select only one</i> ): <input type="checkbox"/> Round <input type="checkbox"/> U-shaped <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Theatre <input type="checkbox"/> Boardroom <input type="checkbox"/> Fishbone
Room Arrangement ( <i>Select only one</i> ): <input type="checkbox"/> Maximum of 3 beds in a room <input type="checkbox"/> Dorm type - Maximum of 6 beds in a room
<input type="checkbox"/> Air-conditioned function rooms
<input checked="" type="checkbox"/> Provision of backdrop and welcome streamer/lobby posting (end-user to provide the design)
<input checked="" type="checkbox"/> Secretariat table
<input checked="" type="checkbox"/> No middle obstructing post/structure
<input checked="" type="checkbox"/> Free use of extension wires
<input checked="" type="checkbox"/> Philippine flag with stand
<input type="checkbox"/> Free and reliable wireless connection
<input type="checkbox"/> With accessibility features (at least ramp and/or elevator)
<input checked="" type="checkbox"/> Venue must be spacious enough for various activities (based on the activity design)
<input type="checkbox"/> Activity Hall/Venue must have free and reliable wireless connection
<input checked="" type="checkbox"/> With stand-by fully functional generator set
<input checked="" type="checkbox"/> Audio-visual operator
<input type="checkbox"/> For this training, it requires ____ session hall/s additional free use of LCD projector, LCD screen, laptop and extension wire should be provided.
<input type="checkbox"/> ____ breakout rooms/areas with tables and chairs for small group sessions
<input type="checkbox"/> Shuttle vans to pick up participants from and to the airport (for CO initiated activities)
<b>FOR TEAM BUILDING ACTIVITIES:</b>
<input type="checkbox"/> With wide lawn (grass) for outdoor activities
<input type="checkbox"/> With swimming pool (at least 5')

Requested by: Antonia N. Morat  
 End-user

Conforme: \_\_\_\_\_  
 Service Provider