

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FIELD OFFICE V
Regional Government Center, Rawis, Legazpi City, Albay
REQUEST FOR QUOTATION

F 2204-0116

April 19, 2022

Sec.53.9 Small Value Procurement

P.R. No.

Date:

MOP

TIN NO.

Company Name
Company Address
Contact No.
PhilGEPS Certificate No.

Please quote your lowest government price for the following item(s) specified below. Check/tick the "COMPLY" box if bidder complies with the specifications. A quotation containing unchecked/unchecked "COMPLY" boxes would be automatically rated as "FAILED".

ITEM NO.	QTY.	UNIT	ITEM DESCRIPTION AND SPECIFICATIONS	Kindly tick the box to signify compliance to the specs.	UNIT COST	TOTAL COST
			FOOD AND VENUE AND ACCOMMODATION PLUS FREE USE OF CONFERENCE HALL FOR THE CONDUCT OF PARENT LEADERS TRAINING ON LOCAL POLICY AND RESOURCE LOBBYING AND DEVELOPMENT PLANNING-TRAINING OF TRAINERS			
			<i>Preferred Venue: Hotel in Legazpi City</i>			
			May 18, 2022			
10	pax		AM Snack, Lunch, PM Snacks, Dinner and Accommodation	<input type="checkbox"/> comply	P	P
25	pax		AM Snack, Lunch, PM Snacks	<input type="checkbox"/> comply	P	P
			May 19, 2022			
10	pax		Breakfast, AM Snack, Lunch, PM Snacks, Dinner and Accommodation	<input type="checkbox"/> comply	P	P
25	pax		AM Snack, Lunch, PM Snacks	<input type="checkbox"/> comply	P	P
			May 20, 2022			
10	pax		Breakfast, AM Snack, Lunch and PM Snacks	<input type="checkbox"/> comply	P	P
25	pax		AM Snack, Lunch, PM Snacks	<input type="checkbox"/> comply	P	P
			June 15, 2022			
30	pax		AM Snack, Lunch, PM Snacks, Dinner and Accommodation	<input type="checkbox"/> comply	P	P
5	pax		AM Snack, Lunch, PM Snacks	<input type="checkbox"/> comply	P	P
			June 16, 2022			
30	pax		Breakfast, AM Snack, Lunch, PM Snacks, Dinner and Accommodation	<input type="checkbox"/> comply	P	P
5	pax		AM Snack, Lunch, PM Snacks	<input type="checkbox"/> comply	P	P
			June 17, 2022			
30	pax		Breakfast, AM Snack, Lunch and PM Snacks	<input type="checkbox"/> comply	P	P
5	pax		AM Snack, Lunch, PM Snacks	<input type="checkbox"/> comply	P	P
			Please see attached Standard Requirements			
			ABC: Php 209,000.00			

IMPORTANT REMINDERS:

- Price quotation/s must be valid for a period of 30 calendar days from the date of submission.
- DELIVERY PERIOD: As scheduled
- PLACE OF DELIVERY: As specified
- TERM OF PAYMENT: CHARGED ACCOUNT, unless specified.
- LIQUIDATED DAMAGES: One-Tenth Of One Percent (0.001) of the cost of the unperformed portion of the contract for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the DSWD FOV may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances.
- Required documents to submit:
 - PhilGEPS Certification Number
 - Valid Mayor's or Business Permit
 - Latest Income Tax Return
- As a condition for **AWARD**, you will be required to submit the following documents:
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- For any clarifications, you may contact the BAC Secretariat at procurement.dswd5@gmail.com or at 0915-674-1778.
- Submit your quotation duly signed by you or your duly authorized representative not later than the deadline on April 25, 2022 12:00pm.

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4/19*

MARISSA M. PAESTE

BAC Chairperson

Signature over Printed Name of Convasser

Signature over Printed Name of Bidder/Authorized Representative

STANDARD REQUIREMENTS FOR VENUES OF DSWD ACTIVITIES

FUNCTION ROOMS:

- ✓ • Sound system with at least 2 microphones (preferably wireless)
- ✓ • Whiteboard with eraser
- ✓ • Free use of LCD projector & LCD screen
- ✓ • Free use of electricity when using equipment/laptops

ACCOMMODATION:

- ✓ • Air-conditioned
- ✓ • Bedroom accommodation with individual bathing and toilet facilities
- ✓ • Room arrangement – Single bed occupancy; No double-decked beds
- ✓ • Housekeeping everyday
- ✓ • Toiletries and towels provided every other day
- ✓ • With complimentary purified drinking water provided daily

FOOD REQUIREMENTS:

- ✓ • The Service Provider (SP) shall provide a menu for selection of the end user
- ✓ • Menu shall include three viands (Pork, Chicken, Beef or Fish), vegetable, soup and dessert (No dory fish in the menu)
- ✓ • Free flowing coffee and water
- ✓ • Plated A.M. and P.M. snacks,
- ✓ • Assisted Breakfast, Lunch and Dinner Buffets
- ✓ • Can accommodate request of participants with special dietary meals/non-pork eaters or Muslim participants

OTHER REQUESTS & SPECIAL INCLUSIONS: *Only items with ticked marks are needed for the activity.*

Hall Arrangement (Select only one):

- Round U-shaped Classroom Theatre Boardroom Fishbone

Room Arrangement (Select only one):

- Maximum of 3 beds in a room Dorm type - Maximum of 6 beds in a room

- Air-conditioned function rooms
- Provision of backdrop and welcome streamer/lobby posting (end-user to provide the design)
- Secretariat table
- No middle obstructing post/structure
- Free use of extension wires
- Philippine flag with stand
- Free and reliable wireless connection
- With accessibility features (at least ramp and/or elevator)
- Venue must be spacious enough for various activities (based on the activity design)
- Activity Hall/Venue must have free and reliable wireless connection
- With stand-by fully functional generator set
- Audio-visual operator
- For this training, it requires 1 session hall/s additional free use of LCD projector, LCD screen, laptop and extension wire should be provided.
- breakout rooms/areas with tables and chairs for small group sessions
- Shuttle vans to pick up participants from and to the airport (for CO initiated activities)

FOR TEAM BUILDING ACTIVITIES:

- With wide lawn (grass) for outdoor activities
- With swimming pool (at least 5')

Requested by:

Zahrad A. Magrona
ZAHRAD A. MAGRONA
 End-user

Ellen A. ...
ELLEN A. ...

Conforme:

 Service Provider