

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

Company Name _____
Company Address _____
Contact No. _____
PhilGEPS Certificate No. _____

P.R. No. **F 2305-0252**
Date: **May 12, 2023**
MOP: **SHOPPING UNDER WORLD BANK PROGRAM**
TIN: **PROCUREMENT GUIDELINES**

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/unticked "COMPLY" boxes would be automatically rated as "FAILED".

ITEM NO.	QTY.	UNIT	ITEM DESCRIPTION AND SPECIFICATIONS	Kindly CHECK to signify compliance to the specs.	UNIT COST	TOTAL COST
			PROVISION OF CATERING SERVICES FOR THE CONDUCT OF CEAC ACTIVITIES FOR PRIETO DIAZ, SORSOGON			
			Venue: Prieto Diaz, Sorsogon			
1	1	LOT	Coaching and Mentoring Session on Procurement			
			Batch Code: CMSP-PRD-1			
			July 11, 2023 (Day 1)			
	67	pax	AM Snacks, Lunch and PM Snacks			
			July 12, 2023 (Day 2)			
	67	pax	AM Snacks, Lunch and PM Snacks			
			Batch Code: CMSP-PRD-2			
			July 13, 2023 (Day 1)			
	66	pax	AM Snacks, Lunch and PM Snacks			
			July 14, 2023 (Day 2)			
	66	pax	AM Snacks, Lunch and PM Snacks			
2	1	LOT	Coaching and Mentoring Session on Finance			
			Batch Code: CMSF-PRD-1			
			July 25, 2023 (Day 1)			
	67	pax	AM Snacks, Lunch and PM Snacks			
			July 26, 2023 (Day 2)			
	67	pax	AM Snacks, Lunch and PM Snacks			
			Batch Code: CMSF-PRD-2			
			July 27, 2023 (Day 1)			
	66	pax	AM Snacks, Lunch and PM Snacks			
			July 28, 2023 (Day 2)			
	66	pax	AM Snacks, Lunch and PM Snacks			
3	1	LOT	Operations and Maintenance Training			
			Batch Code: OMT-PRD-1			
			August 9, 2023 (Day 1)			
	66	pax	AM Snacks, Lunch and PM Snacks			
			August 10, 2023 (Day 2)			
	66	pax	AM Snacks, Lunch and PM Snacks			
			August 11, 2023 (Day 3)			
	66	pax	AM Snacks, Lunch and PM Snacks			
			Page 1 of 2			
			Approved Budget for the Contract: PHP 534,500.00			

IMPORTANT REMINDERS:

- Price quotation/s must be valid for a period of ____ days from the date of submission.
- DELIVERY PERIOD:** As specified in the Purchase Order.
- PLACE OF DELIVERY:** Prieto Diaz, Sorsogon
- The project shall be **AWARDED** as follows: ☒ (a) as one contract ____ (b) separate contracts per lot ____ (c) separate contracts per item
- TERM OF PAYMENT:** CHARGED ACCOUNT, unless specified.
- LIQUIDATED DAMAGES:** one percent (1%) of every day of delay of the cost of undelivered portion until such time completion and acceptance of delivery of goods or services has been made. 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:
 - Omnibus Sworn Statement
 - _____
- For any clarifications, you may contact the BAC Secretariat through fo5kcpurchase@gmail.com or 0910-017-0818
- Submit your quotation duly signed by you or your duly authorized representative not later that the deadline on **MAY 19 2023**

JUDEX DONNEL G. LLAMOSO
BAC & Procurement Head

Signature Over Printed Name of Canvasser

Signature Over Printed Name of Bidder

Regional Center Site, Rawis, Legazpi City, Albay

P.R. No.	F 2305-0252
Date:	May 12, 2023
MOP#	SHOPPING UNDER WORLD BANK PROGRAM
TIN:	PROCUREMENT GUIDELINES

[illegible]

1. Price quotation/s must be valid for a period of _____ days from the date of submission.

2. **DELIVERY PERIOD:** As specified in the Purchase Order.

3. **PLACE OF DELIVERY:** Prieto Diaz, Sorsogon

4. The project shall be AWARDED as follows: ✓ (a) as one contract _____ (b) separate contracts per lot _____ (c) separate contracts per item

5. **TERM OF PAYMENT:** **CHARGED ACCOUNT**, unless specified.

6. **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.

7. Required documents to submit:

a. PhilGEPS Certification Number b. Valid Mayor's or Business Permit c. Latest Income Tax Return

8. As a condition for AWARD, you will be required to submit the following documents:

a. Omnibus Sworn Statement b. _____

9. For any clarifications, you may contact the BAC Secretariat through **fo5kcpurchase@gmail.com** or **0910-017-0818**

10. Submit your quotation duly signed by you or your duly authorized representative not later than the deadline on **MAY 19 2023**

Signature Over Printed Name of Canvasser

Signature Over Printed Name of Bidder

STANDARD REQUIREMENTS FOR VENUES OF DSWD ACTIVITIES

FUNCTION ROOMS:
<input checked="" type="radio"/> Sound system with at least 2 microphones (preferably wireless)
<input checked="" type="radio"/> Whiteboard with eraser
<input checked="" type="radio"/> Free use of LCD projector & LCD screen
<input checked="" type="radio"/> Free use of electricity when using equipment/laptops
ACCOMMODATION:
<input checked="" type="radio"/> Air-conditioned
<input checked="" type="radio"/> Bedroom accommodation with individual bathing and toilet facilities
<input checked="" type="radio"/> Room arrangement – Single bed occupancy; No double-decked beds
<input checked="" type="radio"/> Housekeeping everyday
<input checked="" type="radio"/> Toiletries and towels provided every other day
<input checked="" type="radio"/> With complimentary purified drinking water provided daily
FOOD REQUIREMENTS:
<input checked="" type="radio"/> The Service Provider (SP) shall provide a menu for selection of the end user
<input checked="" type="radio"/> Menu shall include three viands (Pork, Chicken, Beef or Fish), vegetable, soup and dessert (No dory fish in the menu)
<input checked="" type="radio"/> Free flowing coffee and water
<input checked="" type="radio"/> Plated A.M. and P.M. snacks,
<input checked="" type="radio"/> Assisted Breakfast, Lunch and Dinner Buffets
<input checked="" type="radio"/> Can accommodate request of participants with special dietary meals/non-pork eaters or Muslim participants
OTHER REQUESTS & SPECIAL INCLUSIONS: <i>Only items with ticked marks are needed for the activity.</i>
Hall Arrangement (<i>Select only one</i>): <input type="radio"/> Round <input type="radio"/> U-shaped <input type="radio"/> Classroom <input type="radio"/> Theatre <input type="radio"/> Boardroom <input type="radio"/> Fishbone
Room Arrangement (<i>Select only one</i>): <input type="radio"/> Maximum of 3 beds in a room <input type="radio"/> Dorm type - Maximum of 6 beds in a room
<input type="radio"/> Air-conditioned function rooms
<input checked="" type="checkbox"/> Provision of backdrop and welcome streamer/lobby posting (end-user to provide the design)
<input type="radio"/> Secretariat table
<input type="radio"/> No middle obstructing post/structure
<input type="radio"/> Free use of extension wires
<input type="radio"/> Philippine flag with stand
<input type="radio"/> Free and reliable wireless connection
<input type="radio"/> With accessibility features (at least ramp and/or elevator)
<input type="radio"/> Venue must be spacious enough for various activities (based on the activity design)
<input type="radio"/> Activity Hall/Venue must have free and reliable wireless connection
<input type="radio"/> With stand-by fully functional generator set
<input type="radio"/> Audio-visual operator
<input type="radio"/> For this training, it requires 1 session hall/s additional free use of LCD projector, LCD screen, laptop and extension wire should be provided.
<input type="radio"/> ___ breakout rooms/areas with tables and chairs for small group sessions
<input type="radio"/> Shuttle vans to pick up participants from and to the airport (for CO initiated activities)
FOR TEAM BUILDING ACTIVITIES:
<input type="radio"/> With wide lawn (grass) for outdoor activities
<input type="radio"/> With swimming pool (at least 5')

Requested by:

ROBERTO B. BERTIZ, JR.

Area Coordinator
End-user

Conforme:

Service Provider