

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 2503-0183
 Date: March 17, 2025
 Mode of Procurement: Lease of Real Property and Venue (53.10)
 TIN: _____

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
			FOOD, VENUE AND ACCOMMODATION DURING THE CONDUCT OF TRAINING ON HUMANITARIAN SUPPLY CHAIN MANAGEMENT FOR LGU'S AND DSWD QRT MEMBERS - Batch 1			
			<i>Venue: Hotel / Resort in Camarines Norte</i>			
			<i>May 26, 2025</i>			
	10	pax	<i>Dinner & Accommodation</i>	<input type="checkbox"/> Comply		
			<i>May 27, 2025</i>			
	48	pax	<i>Breakfast, AM Snacks, Lunch, PM Snacks, Dinner & Accommodation, Venue</i>	<input type="checkbox"/> Comply		
			<i>May 28, 2025</i>			
	48	pax	<i>Breakfast, AM Snacks, Lunch, PM Snacks, Dinner & Accommodation, Venue</i>	<input type="checkbox"/> Comply		
			<i>May 29, 2025</i>			
	48	pax	<i>Breakfast, AM Snacks, Lunch, PM Snacks, Dinner & Accommodation, Venue</i>	<input type="checkbox"/> Comply		
			<i>May 30, 2025</i>			
	48	pax	<i>Breakfast, AM Snacks, Lunch</i>	<input type="checkbox"/> Comply		
	10	pax	<i>PM Snacks, Dinner & Accommodation</i>	<input type="checkbox"/> Comply		
			<i>May 31, 2025</i>			
	10	pax	<i>Breakfast</i>	<input type="checkbox"/> Comply		
			Food Requirements:			
			<i>The Service Provider shall provide a menu for selection of End User</i>	<input type="checkbox"/> Comply		
			<i>Menue shall include two (2) viands (Pork, Chicken, Beef or Fish), Vegetable, Soup and Dessert (No Dory Fish in the menu)</i>	<input type="checkbox"/> Comply		
			<i>Free flowing of coffee and water</i>	<input type="checkbox"/> Comply		
			<i>Plated AM and PM Snacks</i>	<input type="checkbox"/> Comply		
			<i>Assisted Buffet for Lunch</i>	<input type="checkbox"/> Comply		
			<i>Can accommodate request of participants with special dietary meals/non-pork eaters or Muslim participants</i>	<input type="checkbox"/> Comply		
			<i>Page 1 of 2</i>			
			Approved Budget for the Contract:			PHP 415,200.00

IMPORTANT REMINDERS:

- Price quotation/s must be valid for a period of 30 days from the date of submission.
- DELIVERY PERIOD:** As specified in the contract.
- PLACE OF DELIVERY:** Camarines Norte.
- The project shall be AWARDED:** (a) as one contract (b) separate contract per lot (c) separate contract per item
- TERM OF PAYMENT:** CHARGED ACCOUNT, unless specified. 30-60 days from the receipt of Statement of Account / Billing.
- 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.
- The Supplier/Contractor acknowledges and agrees that any acts falling under section 65 (Offenses and Penalties) and Section 69 (Imposition of Administrative Penalties and Blacklisting) of the Implementing Rules and Regulations (IRR) of Republic Act No. 9184 (Government Procurement Reform Act), as well as other relevant procurement laws and regulations, shall subject the Supplier/Contractor to blacklisting, administrative, civil, and/or criminal liabilities in accordance with applicable laws and regulations.
- 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 **procurement.fo5@dswd.gov.ph** or **0910-017-0818**
- Submit your quotation duly signed by you or your duly authorized representative not later than the deadline on **MAR 24 2025; 12:00PM**

KIMBERLEE G. LANUZA
 AO II/Procurement Section Head

 Signature Over Printed Name of Convasser

 Signature Over Printed Name of Bidder

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT - 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 2503-0183
 Date: March 17, 2025
 Mode of Procurement: Lease of Real Property and Venue (53.10)
 TIN: _____

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
			FOOD, VENUE AND ACCOMMODATION DURING THE CONDUCT OF TRAINING ON HUMANITARIAN SUPPLY CHAIN MANAGEMENT FOR LGU'S AND DSWD QRT MEMBERS - Batch 1			
			Function Hall:			
			Airconditioned hall for the plenary	<input type="checkbox"/> Comply		
			Sound system with at least 2 wireless microphones	<input type="checkbox"/> Comply		
			Whiteboard with eraser	<input type="checkbox"/> Comply		
			Free use of LCD projector and LCD screen	<input type="checkbox"/> Comply		
			Free use of electricity when using equipment/laptops	<input type="checkbox"/> Comply		
			Other Requests:			
			Free tarpaulin or back drop	<input type="checkbox"/> Comply		
			Secretariat table	<input type="checkbox"/> Comply		
			No middle obstructing post/structure	<input type="checkbox"/> Comply		
			Free use of extension wires (5)	<input type="checkbox"/> Comply		
			Philippine Flag with stand	<input type="checkbox"/> Comply		
			Free and reliable wireless internet connection (100 mbps)	<input type="checkbox"/> Comply		
			With stand-by fully functional generator set	<input type="checkbox"/> Comply		
			With audio-video Operator	<input type="checkbox"/> Comply		
			Does not offer day use room / short time lodging	<input type="checkbox"/> Comply		
			Inter-Agency Task force (IATF) Compliant (optional)	<input type="checkbox"/> Comply		
			Note: 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.	<input type="checkbox"/> Comply		
			Page 2 of 2			
			Approved Budget for the Contract:		PHP 415,200.00	

IMPORTANT REMINDERS:

- Price quotation/s must be valid for a period of 30 days from the date of submission.
- DELIVERY PERIOD: As specified in the contract.**
- PLACE OF DELIVERY: Camarines Norte.**
- The project shall be AWARDED:** (a) as one contract (b) separate contract per lot (c) separate contract per item
- TERM OF PAYMENT: CHARGED ACCOUNT, unless specified. 30-60 days from the receipt of Statement of Account / Billing.
- 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.
- The Supplier/Contractor acknowledges and agrees that any acts falling under section 65 (Offenses and Penalties) and Section 69 (Imposition of Administrative Penalties and Blacklisting) of the Implementing Rules and Regulations (IRR) of Republic Act No. 9184 (Government Procurement Reform Act), as well as other relevant procurement laws and regulations, shall subject the Supplier/Contractor to blacklisting, administrative, civil, and/or criminal liabilities in accordance with applicable laws and regulations.
- 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 procurement.fo5@dswd.gov.ph or 0910-017-0818.
- Submit your quotation duly signed by you or your duly authorized representative not later that the deadline on MAR 24 2025; 12:00PM

KIMBERLEE G. LANUZA _____
 AO II/Procurement Section Head Signature Over Printed Name of Canvasser

 Signature Over Printed Name of Bidder

CHECKLIST OF END-USER REQUIREMENTS FOR VENUES & ACCOMMODATION OF DSWD ACTIVITIES

Humanitarian & Supply Chain Management in Camarines Norte + Subregion (Batch 1+2)

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
- 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 (5)
- Philippine flag with stand
- Free and reliable wireless connection
- With accessibility features (at least a ramp and/or elevator)
- The venue must be spacious enough for various activities (based on the activity design)
- Activity Hall/Venue must have a free and reliable wireless connection of at least _____ mbps
- With a 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)

Hall Arrangement (Select only one):

<input type="checkbox"/> Round	<input type="checkbox"/> Theatre
<input type="checkbox"/> U-shaped	<input type="checkbox"/> Boardroom
<input checked="" type="checkbox"/> Classroom	<input type="checkbox"/> Fishbone

FOR TEAM BUILDING ACTIVITIES:

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

FOOD REQUIREMENTS:

- The Service Provider (SP) shall provide a menu for the selection of the end-user
- Menu shall include 2 viands (Pork/Chicken/Beef or Fish), vegetable 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 requests of participants with special dietary meals/non-pork eaters or Muslim participants

Room Arrangement (Select One only)

- Maximum of 4 beds in a room
- Dorm Type - Maximum of 6 beds in a room
- other _____

Requested by:

Conforme:

MARK ANN B. LONCENAS
End-user (Signature over Printed Name)

Service Provider (Signature over Printed Name)