

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. IB GOP 2025-DSWD-017
Date: April 21, 2025
Mode of Procurement: Section 53.1 Two Failed Biddings
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 |
|----------|------|------|---|--|-----------------------|------------|
| | | | Provision of Food, Venue, and Accommodation for the Training on Basic Social Work Counseling for Field Implementers. | | | |
| | | | LOT 1 | | | |
| | | | Venue: Hotel / Resort in Legazpi City | | | |
| | | | June 24, 2025 (Day 1) | | | |
| | 5 | Pax | Lunch, PM Snacks, and Rental of Venue | <input type="checkbox"/> Comply | | |
| | 35 | Pax | Lunch, PM Snacks with Free use of Hall, Dinner and Accommodation | <input type="checkbox"/> Comply | | |
| | | | June 25, 2025 (Day 2) | | | |
| | 5 | Pax | AM Snacks, Lunch, PM Snacks, and Rental of Venue | <input type="checkbox"/> Comply | | |
| | 35 | Pax | Breakfast, AM Snacks, Lunch, PM Snacks, with Free use of Hall, Dinner and Accommodation | <input type="checkbox"/> Comply | | |
| | | | June 26, 2025 (Day 3) | | | |
| | 5 | Pax | AM Snacks, Lunch, PM Snacks, and Rental of Venue | <input type="checkbox"/> Comply | | |
| | 35 | Pax | Breakfast, AM Snacks, Lunch, PM Snacks, with Free use of Hall, Dinner and Accommodation | <input type="checkbox"/> Comply | | |
| | | | June 27, 2025 (Day 4) | | | |
| | 5 | Pax | AM Snacks | <input type="checkbox"/> Comply | | |
| | 35 | Pax | Breakfast and AM Snacks with Free use of Hall | <input type="checkbox"/> Comply | | |
| | | | Note: Please see the attached Standard Requirements for Venues and Accommodation (ANNEX 1) | <input type="checkbox"/> Comply | | |
| | | | Note: Guaranteed number to be served Food on the 1st day or to be adjusted as per advance advice of the end user. Food and Accommodation on the 2nd day onwards should be adjusted based on the actual number of participants. | <input type="checkbox"/> Comply | | |
| | | | Approved Budget for the Contract: | | PHP 276,000.00 | |

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: As specified in the contract.**
- 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 agreed 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:
 - Valid PhilGEPS Registration Certificate (Platinum Membership) all pages
 - 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 **April 28, 2025, 12:00 pm**

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

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
- 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 100 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.
- 1 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 type="checkbox"/> | Classroom | <input checked="" 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 two (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 (Individual bed, No bed-sharing)
- Dorm Type - Maximum of 6 beds in a room
- other _____

Requested by:

Conforme:

JAY P. AYDALLA

End-user (Signature over Printed Name)

Service Provider (Signature over Printed Name)