

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 conduct of the Synergy and Strength: Promoting Gender Inclusivity and Mental Wellness			
			LOT 4			
			Venue: Resort in Albay			
			May 22, 2025 (Day 1)			
	116	Pax	AM Snacks, Lunch, PM Snacks, Dinner and Accommodation	<input type="checkbox"/> Comply		
			May 23, 2025 (Day 2)			
	116	Pax	Breakfast, AM Snacks, Lunch, and PM Snacks	<input type="checkbox"/> Comply		
			Note: Please see the attached Standard Requirements for Venues and Accommodation (ANNEX 4)	<input type="checkbox"/> Comply		
			Note: In case of fortuitous events or other circumstances in which the number of participants is reduced adjustments shall be made prior to the conduct of the activity or on the succeeding days	<input type="checkbox"/> Comply		
			Approved Budget for the Contract:			
						PHP 429,200.00

IMPORTANT REMINDERS:

1. Price quotation/s must be valid for a period of 30 days from the date of submission.
2. **DELIVERY PERIOD:** As specified in the contract.
3. **PLACE OF DELIVERY:** As specified in the contract.
4. **The project shall be AWARDED:** (a) as one contract (b) separate contract per lot (c) separate contract per item
5. **TERM OF PAYMENT:** CHARGED ACCOUNT, unless specified. 30-60 days from the receipt of Statement of Account / Billing.
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. 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.
8. Required documents to submit:
 - a. **Valid PhilGEPS Registration Certificate (Platinum Membership) all pages**
 - b. Valid Mayor's or Business Permit
 - c. Latest Income Tax Return
9. As a condition for AWARD, you will be required to submit the following documents:
 - a. **Omnibus Sworn Statement**
 - b. _____
10. For any clarifications, you may contact the BAC Secretariat through procurement.fo5@dswd.gov.ph or 0910-017-0818
11. 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 Convasser

 Signature Over Printed Name of Bidder

ANNEX 4

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)

NOTE:

Requested by:

ZARALYNNE T. LOMERIO, TS IV

End-user

Conforme:

Service Provider