DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FIELD OFFICE V

Regional Center Site, Rawis, Legazpi City, Albay

REQUEST FOR QUOTATION

Company Na				P.R. No.	IB GOP 202	25-DSWD-016
Company Address:			Date:	April 21, 2025 Section 53.1 Two Failed Biddings		
Contact No.: PhilGEPS Certificate No.:						Mode of Procurement: TIN:
Please quot	e your lowest	_	t price for the following item(s) specified below. Check/tick the "COMPLY" box if bidder		pecifications. A q	uotation
ITEM NO.	QTY.	UNIT	MPLY" boxes would be automatically rated as " FAILED". ITEM DESCRIPTION AND SPECIFICATIONS	Kindly CHECK to signify compliance to the specs.	UNIT COST	TOTAL COST
			PROVISION OF FOOD AND VENUE FOR DSWD FOV ACTIVITIES IN LEGAZPI CITY, ALBAY FOR CY 2025 (Lot 2,4,6 & 13)	are speed		
			Venue: Hotel in Legazpi City			
			LÓT 2			
			Provision of Food and Venue for the 4Ps Provincial Partnership Forum			
			May 16, 2025			
	25	Pax	AM Snacks, Lunch, PM Snacks & Venue	☐ Comply		
	05		July 16, 2025			
-	25	Pax	AM Snacks, Lunch, PM Snacks & Venue— November 19, 2025	☐ Comply		
	25	Day	AM Snacks, Lunch, PM Snacks & Venue	- Comply		
	20 /	Pax	Note: Please see attached Standard Requirements (Annex 2)	☐ Comply		
			ABC: P52,500.00			
			ABC. 7 02,000.00			
			LOT 4			
			Provision of Food and Venue for the conduct of the EPAHP External RCT			
			May 9, 2025			
	34	Pax	AM Snacks, Lunch, PM Snacks & Venue	☐ Comply		
	24	D	August 8, 2025 AM Snacks, Lunch, PM Snacks & Venue			
	34	Pax	Note: Please see attached Standard Requirements (Annex 4)	☐ Comply		
			ABC: P47.600.00			
			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.			
			,			
			LOT 6			
			Provision of Food and Venue for the conduct of Taruman 2025: Joint			
			Consultative Assessment of the Joint Memorandum Circular of DILG and			
			DSWD with the Provincial and City/Municipal Local Government Units			
	84	Pax	dune 5, 2025			
	0.7	T GA	AM Snacks, Lunch, PM Snacks & Venue	☐ Comply		
			Note: Please see attached Standard Requirements (Annex 6)			
			ABC: P58,800.00			
			Page 1 of 2			
						Wynna
	TREMINDER					
			eriod of 30 days from the date of submission.			
	F DELIVERY: I		the contract.			
	ect shall be A		(a) as one contract	☐ (c) separate	contract per ite	m
			INT, 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						
circumstance						
			and agreed that any acts falling under section 65 (Offenses and Penalties) and Section 69 (Imposi			
			RR) of Republic Act No. 9184 (Government Procurement Reform Act), as well as other relavant pro nistrative, civil, and/or criminal liabilities in accordance with applicable laws and regulations.	curement laws and re	guiations, shall su	bject trie
	documents to		icate (Platinum Membership) (all pages) b. Valid Mayor's or Business Permit c. Latest	Income Tax Return		
			icate (Platinum Membership) (all pages) b. Valid Mayor's or Business Permit c. Latest required to submit the following documents:	modifie rax neturif		
a.	SOLIOI AVVAR		o			
	larifications, vo		tt the BAC Secretariat through bacsec.fo5@dswd.gov.ph or 0910-017-0818			
			you or your duly authorized representative not later that the deadline on April 28, 2025, 12	:00 PM		
(Land	h		_		
KIME	BERLEE G. L	ANUZA				
	curement Se	1.77	Signature Over Printed Name of Canvasser	Signature Ove	er Printed Name	of Bidder

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FIELD OFFICE V

Regional Center Site, Rawis, Legazpi City, Albay **REQUEST FOR QUOTATION**

Company Na				P.R. No.		25-DSWD-016
Company Address:			Date: - Mode of		21, 2025 wo Failed Biddings	
Contact No.:				Procurement:	Section 55.1 IV	wo railed biddings
PhilGEPS Cer			t price for the following item(s) specified below. Check/tick the "COMPLY" box if bidden	TIN:	ecifications A	unotation
			APLY" boxes would be automatically rated as " FAILED".	compiles with the sp	ecijica dons. A q	actation
ITEM NO.	QTY.	UNIT	ITEM DESCRIPTION AND SPECIFICATIONS	Kindly CHECK to signify compliance to the specs.	UNIT COST	TOTAL COST
			PROVISION OF FOOD AND VENUE FOR DSWD FOV ACTIVITIES IN LEGAZPI CITY, ALBAY FOR CY 2025 (Lot 2,4,6 & 13)			
			µØT 13			
			Provision of Food and Venue for the conduct of Integrated Program Review and Evaluation Workshop (I-PREW)			
			October 7, 2025			
	10	Pax	AM Snacks, Lunch, PM Snacks & Venue	☐ Comply		
		,	October 8, 2025			
	70 /	Pax	AM Snacks, Lunch, PM Snacks & Venue	☐ Comply		
		/	October 9, 2025			
	70	Pax	AM Snacks, Lunch, PM Snacks & Venue	☐ Comply		
	70	D	October 10, 2025 AM Snacks, Lunch, PM Snacks & Venue	Comply		
	70	Pax	Note: Please see attached Standard Requirements (Annex 13)	☐ Comply		
			ABC: P198,000.00			
			g.50.1 100,000.00			
				-		
				-		
				+		
-				-		
				ē.		
			Page 2 of 2			
1. Price quot 2. DELIVER	Y PERIOD: A	be valid for a p	neriod of 30 days from the date of submission. In the contract. Albay.			
	ect shall be		☐ (a) as one contract ☑ (b) separate contract per lot	(c) separate	contract per it	em
			JNT, 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						
Implementa	ting Rules and	Regulations (s and agreed that any acts falling under section 65 (Offenses and Penalties) and Section 69 (Impo IRR) of Republic Act No. 9184 (Government Procurement Reform Act), as well as other relavant p nistrative, civil, and/or criminal liabilities in accordance with applicable laws and regulations.	rocurement laws and re	egulations, shall s	ubject the
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 bacsec.fo5@dswd.gov.ph or 0910-017-0818						
($\bigcup_{\mathbf{k}} V$.	y you or your duly authorized representative not later that the deadline on April 28, 2025, 1	2:00 PM		
KIM	BERLEE G.	LANUZA			P-1	f Distance
AO II/Pr	AO II/Procurement Section Head Signature Over Printed Name of Canvasser Signature Over Printed Name of Bidder					

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STANDARD REQUIREMENTS FOR VENUES OF DSWD ACTIVITIES

O Sound system with at least microphones (preferably wireless) O Whiteboard with eraser Free use of LCD projector & LCD screen Free use of electricity when using equipment/laptops ACCOMMODATION: Air-conditioned O Bedroom accommodation with individual bathing and toilet facilities O Room arrangement – Single bed occupancy; No double-decked beds O Housekeeping everyday O Toiletries and towels are provided every other day O With complimentary purified drinking water provided daily FOOD REQUIREMENTS: O The Service Provider (SP) shall provide a menu for the selection of the end-user'					
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 are provided every other day With complimentary purified drinking water provided daily FOOD REQUIREMENTS: The Service Provider (SP) shall provide a menu for the selection of the end-user					
ACCOMMODATION: Air-conditioned O Bedroom accommodation with individual bathing and toilet facilities O Room arrangement – Single bed occupancy; No double-decked beds O Housekeeping everyday O Toiletries and towels are provided every other day O With complimentary purified drinking water provided daily FOOD REQUIREMENTS: The Service Provider (SP) shall provide a menu for the selection of the end-user					
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 are provided every other day With complimentary purified drinking water provided daily FOOD REQUIREMENTS: The Service Provider (SP) shall provide a menu for the selection of the end-user					
O Bedroom accommodation with individual bathing and toilet facilities O Room arrangement – Single bed occupancy; No double-decked beds O Housekeeping everyday O Toiletries and towels are provided every other day O With complimentary purified drinking water provided daily FOOD REQUIREMENTS: O The Service Provider (SP) shall provide a menu for the selection of the end-user					
O Bedroom accommodation with individual bathing and toilet facilities O Room arrangement – Single bed occupancy; No double-decked beds O Housekeeping everyday O Toiletries and towels are provided every other day O With complimentary purified drinking water provided daily FOOD REQUIREMENTS: O The Service Provider (SP) shall provide a menu for the selection of the end-user					
O Room arrangement – Single bed occupancy; No double-decked beds O Housekeeping everyday O Toiletries and towels are provided every other day O With complimentary purified drinking water provided daily FOOD REQUIREMENTS: O The Service Provider (SP) shall provide a menu for the selection of the end-user					
O Housekeeping everyday O Toiletries and towels are provided every other day O With complimentary purified drinking water provided daily FOOD REQUIREMENTS: O The Service Provider (SP) shall provide a menu for the selection of the end-user					
O Toiletries and towels are provided every other day O With complimentary purified drinking water provided daily FOOD REQUIREMENTS: O The Service Provider (SP) shall provide a menu for the selection of the end-user					
O With complimentary purified drinking water provided daily FOOD REQUIREMENTS: O The Service Provider (SP) shall provide a menu for the selection of the end-user					
FOOD REQUIREMENTS: O The Service Provider (SP) shall provide a menu for the selection of the end-user					
The Service Provider (SP) shall provide a menu for the 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)					
O Free-flowing coffee and water					
O 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					
Hall Arrangement (Select only one): Round (Substituting Classroom (Substituti					
Room Arrangement (Select only one):					
Maximum of 4 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					
O Philippine flag with stand					
Free and reliable wireless connection					
With accessibility features (at least 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 at leastmbps					
○ With stand-by fully functional generator set					
O Audio-visual operator					
For this training, it requires 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					
O 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 a swimming pool (at least 5')					
Requested by: Conforme:					
ZAHAD MAGNUNIS					
End-user (Signature over Printed Name) Service Provider (Signature over Printed Name)					

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 are provided every other day
☐ With complimentary purified drinking water provided daily
FOOD REQUIREMENTS:
☐ The Service Provider (SP) shall provide a menu for the selection of the end user
The menu shall include three viands (Pork, Chicken, Beef or Fish), vegetables, soup and desse (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 the 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 Ø U-shaped ○ Classroom ○ Theatre ○ Boardroom ○ Fishbone
Room Arrangement (Select only one):
Provision of backdrop and welcome streamer/lobby posting (end-user to provide the design)
Ø Secretariat table
No middle obstructing post/structure
Free use of extension wires
Philippine flag with stand
Ø 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 requiresscreen, laptop, and extension wire sho	_ session hall/s. Additional free use of an LCD projector, LCD ould be provided.				
breakout rooms/areas with tables and chairs for small group sessions					
O 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 a swimming pool (at least 5')					
Requested by:	Conforme:				
ROMEL L. DELOS REYES End-user	Service Provider				

ANNEX G	STANDARD REQUIREMENTS FOR VENUES O	OF BOUR 4 OFFI
FUNCTION RO	ONO.	
Sound	system with at least microphones (preferably wireles	
 Whiteb 	oard with eraser	5)
Free us	se of LCD projector & LCD screen	
• Free us	se of electricity when using equipment/lantons	
ACCOMMODAT	TON:	
 Air-con 	ditioned	
e Bedroo	m accommodation with individual bathing and toilet facilities	
• Room a	rrangement - Single bed occupancy; No double-decked be	de
Housek	eeping everyday	us
 Tolletrie 	es and towels provided every other day	
With co	mplimentary purified drinking water provided daily	
FOOD REQUIRE	MENTS:	
• The Ser	vice Provider (SP) shall provide a menu for selection of the	and trans
Menu st	nall include three viands (Pork, Chicken, Beef or Fish), veget	ella usei
• Free flo	wing coffee and water	able, soup and dessert (No dory fish in the menu)
	A.M. and P.M. snacks,	
	Breakfast, Lunch and Dinner Buffets	
	commodate request of participants with special dietary meals	Appropriate and the state of th
OTHER	REQUESTS & SPECIAL INCLUSIONS: Only items with the	s/non-pork eaters or Muslim participants
Hall Arrangement	t (Select only one):	nkeu marks are needed for the activity.
☐ O Ro	und Ot-shaped O Classroom O Thorte O Dood	○ Fishbana
Room Arrangeme	ent (Select only one):	C Pishbotle
O'Air-conditions	ximum of 4 beds in a room ODorm type - Maximum d function rooms	of 6 beds in a room
	unction rooms	
Secretariat tal	ackdrop and welcome streamer/lobby posting (end-user to p	provide the design)
Office and the state of the sta	Die	
No illiante obs	structing post/structure	
O Philippine flag		
OF ree and rolling	ble wireless connection	
O Wath acceptle	Die Wireless connection	
O Venue must b	ility features (at least ramp and/or elevator)	
Aethity Halla	e spacious enough for various activities (based on the activi	ity design)
With stand by	enue must have free and reliable wireless connection	
Audio-visual o	fully functional generator set	
O For this training		
wire should be pro	vided.	CD projector, LCD screen, laptop and extension
O breakout	rooms/areas with tables and chairs for small group session	ns
O Shuttle vans to	pick up participants from and to the airport (for CO initiated	activities)
POR TEAM BUIL	DING ACTIVITIES:	
With wide lawr	(grass) for outdoor activities	
With swimming	pool (at least 5')	
Requested		Conforme:
For you		
	-vser	Service Provider

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

ANNEX 13 FUNCTION ROOMS: Sound system with at least 3 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) & PRINTH LANES FOR PWD / PREGNANT WOMEN PARTICIPANTS 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 _____ 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): Theatre Round U-shaped Boardroom Fishbone Classroom 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 3 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_ Conforme: Requested by: Service Provider (Signature over Printed Name) End-user (Signature over Printed Name)