

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-016
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 AND VENUE FOR DSWD FOV ACTIVITIES IN LEGAZPI CITY, ALBAY FOR CY 2025 (Lot 2,4,6 & 13)			
			Venue: Hotel in Legazpi City			
			LOT 2			
			Provision of Food and Venue for the 4Ps Provincial Partnership Forum			
			May 16, 2025			
	25	Pax	AM Snacks, Lunch, PM Snacks & Venue	<input type="checkbox"/> Comply		
			July 16, 2025			
	25	Pax	AM Snacks, Lunch, PM Snacks & Venue	<input type="checkbox"/> Comply		
			November 19, 2025			
	25	Pax	AM Snacks, Lunch, PM Snacks & Venue	<input type="checkbox"/> Comply		
			Note: Please see attached Standard Requirements (Annex 2)			
			ABC: P52,500.00			
			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	<input type="checkbox"/> Comply		
			August 8, 2025			
	34	Pax	AM Snacks, Lunch, PM Snacks & Venue	<input type="checkbox"/> Comply		
			Note: Please see attached Standard Requirements (Annex 4)			
			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			
			June 5, 2025			
	84	Pax	AM Snacks, Lunch, PM Snacks & Venue	<input type="checkbox"/> Comply		
			Note: Please see attached Standard Requirements (Annex 6)			
			ABC: P58,800.00			

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:** Legazpi City, Albay.
- 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:
 - _____
 - _____
- For any clarifications, you may contact the BAC Secretariat through bacsec.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

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

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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 AND VENUE FOR DSWD FOV ACTIVITIES IN LEGAZPI CITY, ALBAY FOR CY 2025 (Lot 2,4,6 & 13)			
			LOT 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	<input type="checkbox"/> Comply		
			October 8, 2025			
	70	Pax	AM Snacks, Lunch, PM Snacks & Venue	<input type="checkbox"/> Comply		
			October 9, 2025			
	70	Pax	AM Snacks, Lunch, PM Snacks & Venue	<input type="checkbox"/> Comply		
			October 10, 2025			
	70	Pax	AM Snacks, Lunch, PM Snacks & Venue	<input type="checkbox"/> Comply		
			Note: Please see attached Standard Requirements (Annex 13)			
			ABC: P198,000.00			
<i>Page 2 of 2</i>						

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: Legazpi City, Albay.**
- 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 bacsec.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

ANNEX 2

STANDARD REQUIREMENTS FOR VENUES OF DSWD ACTIVITIES

Only items with ticked/checkmarks are needed for the activity

FUNCTION ROOMS:

- Sound system with at least 4 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
- 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 requests of participants with special dietary meals/non-pork eaters or Muslim participants

Hall Arrangement (*Select only one*):

- Round
- U-shaped
- Classroom
- Theatre
- Boardroom
- Fishbone

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
- 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 least _____ mbps
- With 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)

FOR TEAM BUILDING ACTIVITIES:

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

Requested by:

ZARINA M. TORRES
End-user (Signature over Printed Name)

Conforme:

Service Provider (Signature over Printed Name)

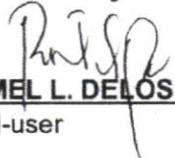
STANDARD REQUIREMENTS FOR VENUES OF DSWD ACTIVITIES

ANNEX 4

FUNCTION ROOMS:
<input checked="" type="checkbox"/> Sound system with at least <u>2</u> microphones (preferably wireless)
<input type="checkbox"/> Whiteboard with eraser
<input checked="" type="checkbox"/> Free use of LCD projector & LCD screen
<input checked="" type="checkbox"/> Free use of electricity when using equipment/laptops
ACCOMMODATION:
<input type="checkbox"/> Air-conditioned
<input type="checkbox"/> Bedroom accommodation with individual bathing and toilet facilities
<input type="checkbox"/> Room arrangement – Single bed occupancy; No double-decked beds
<input type="checkbox"/> Housekeeping everyday
<input type="checkbox"/> Toiletries and towels are provided every other day
<input type="checkbox"/> With complimentary purified drinking water provided daily
FOOD REQUIREMENTS:
<input checked="" type="checkbox"/> The Service Provider (SP) shall provide a menu for the selection of the end user
<input checked="" type="checkbox"/> The menu shall include three viands (Pork, Chicken, Beef or Fish), vegetables, soup and dessert (No dory fish in the menu)
<input checked="" type="checkbox"/> Free-flowing coffee and water
<input checked="" type="checkbox"/> Plated A.M. and P.M. snacks,
<input checked="" type="checkbox"/> Assisted Breakfast, Lunch and Dinner Buffets
<input checked="" type="checkbox"/> Can accommodate the 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 checked="" 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 4 beds in a room <input type="radio"/> Dorm type - Maximum of 6 beds in a room
<input checked="" type="checkbox"/> Air-conditioned function rooms
<input checked="" type="checkbox"/> Provision of backdrop and welcome streamer/lobby posting (end-user to provide the design)
<input checked="" type="checkbox"/> Secretariat table
<input checked="" type="checkbox"/> No middle obstructing post/structure
<input checked="" type="checkbox"/> Free use of extension wires
<input checked="" type="checkbox"/> Philippine flag with stand
<input checked="" type="checkbox"/> Free and reliable wireless connection
<input checked="" type="checkbox"/> With accessibility features (at least ramp and/or elevator)
<input checked="" type="checkbox"/> Venue must be spacious enough for various activities (based on the activity design)
<input checked="" type="checkbox"/> Activity Hall/Venue must have free and reliable wireless connection
<input checked="" type="checkbox"/> With stand-by fully functional generator set

<input checked="" type="checkbox"/> Audio-visual operator
<input checked="" type="checkbox"/> For this training, it requires <u> 1 </u> session hall/s. Additional free use of an LCD projector, LCD screen, laptop, and extension wire should be provided.
<input type="checkbox"/> <u> </u> breakout rooms/areas with tables and chairs for small group sessions
<input type="checkbox"/> Shuttle vans to pick up participants from and to the airport (for CO-initiated activities)
<u>FOR TEAM BUILDING ACTIVITIES:</u>
<input type="checkbox"/> With wide lawn (grass) for outdoor activities
<input type="checkbox"/> With a swimming pool (at least 5')

Requested by:


ROMEL L. DE LOS REYES
 End-user

Conforme:

 Service Provider

ANNEX C

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 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

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)

FOR TEAM BUILDING ACTIVITIES:

With wide lawn (grass) for outdoor activities

With swimming pool (at least 5')

Requested by:

Francis E. Martinez
End-user

Conforme:

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) **& PRIORITY 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):

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

Requested by: 
RAQUEL B. ACOSTA
 End-user (Signature over Printed Name)

Conforme: _____
 Service Provider (Signature over Printed Name)