



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Regional Office III
Government Centre, Maimpis, City of San Fernando (P)

REQUEST FOR QUOTATION

RFQ No. 2022-04-185
PR No. 2022-04-415

*COMPANY NAME : _____
*BUSINESS ADDRESS : _____
*CONTACT PERSON : _____
*CONTACT NUMBER : _____

Sir/Madam:

The DSWD Regional Office III, through its Procurement Section, hereby requests you to submit price quotations for the following items/services listed in Annex A (Form 04-A)/ Annex B (Form 04-B) for the procurement of;

Title of Project: BOARD AND LODGING FOR THE CONDUCT OF "PROGRAM STAKEHOLDERS' ACCOUNTABILITY REPORTING FOR THE KC-NCDDP-AF 1ST PHASE PROGRAM IMPLEMENTATION" ON MAY 5-6, 2022 WITHIN PAMPANGA.

Please quote using the business name indicated in your original receipt/sales invoice. Also, your quotation should be accompanied by adequate technical documentation and catalogue(s) and/or other printed materials or pertinent information for each item quoted if applicable.

To assist you in the preparation of your request we include the necessary technical specifications, required quantities and **TERMS AND CONDITIONS:**

1. **Technical Components:** Interested suppliers are required to submit the following;
 - Valid/Current Mayor's and Business Permit if new Service Provider
 - Accomplished Certificate of Signatory if new Service Provider (template provided)
 - Bank Details - Issuing Bank if new Service Provider (preferably LBP) (template provided)
 - PhilGEPS Registration Number if new Service Provider (if Red)/ PhilGEPS Certificate (if Platinum)
 - Latest Income/Business Tax Return if new Service Provider
2. **ABC of Project:** P 112,000.00
3. **Award Basis:** Award shall be made to the supplier(s)/ service provider(s) on per:

☐
Item Basis

☒
Lot Basis
4. The procuring Entity reserves its right to reject bid or if already awarded, automatically cancel such award in case of failure to deliver all the items in its respective quantity and technical specifications in accordance with herein indicated award basis.
5. **Place of Delivery:** Items/Materials requested shall be delivered at;
within Angeles Pampanga
at the expense of the supplier/service provider within the period specified below.
6. **Delivery Terms:** Base on Date of Activity upon receipt of Purchase Order/Job Order/Contract/ Notice to Proceed. If the **supplier/service provider** failed to deliver or perform the services under the contract/PO within five (5) days without valid reason acceptable to the procuring entity (DSWD) the contract may be terminated through a notice to be issued by the Head of Procuring Entity (HOPE). The procuring entity shall then proceed to negotiate with the succeeding responsive supplier/s if applicable or any other available valid option subject to the Rules and Regulations of R.A. 9184.
7. **Deadline of Submission:** The DSWD Regional Office III, through its Procurement Section will receive duly accomplished quotations until April 29, 2022. Quotations submitted beyond the deadline will not be accepted.
8. **Manner of Submission:** Your bid/quotation shall be submitted together with this form in
 - **Mail/Personal** – SEALED ENVELOPE with the following information written on the envelope = PR No., ABC of Project, Name/Title of Project, Supplier/Service Provider's Business Name.
 - **E-mail** – send to quotation.fo3@dswd.gov.ph **ONLY (official email address of the BAC Secretariat)**
9. **Validity of the Offer:** Standard quotation(s) validity shall be for a minimum period of thirty (30) calendar days from the date of the submission of your bid/quotation thru the following manner to constitute ACCEPTANCE;
 - If submitted thru Mail/Personal appearance: to be stamped "RECEIVED" by a BAC/Procurement Representative


- If submitted thru E-mail: to be acknowledged by a BAC/Procurement Representative
However, should you stipulate your own Offer Validity for the above-mentioned project on the Annex A/B form, the standard requirement above shall be superseded. If the **supplier/service provider** withdraw the quotation during the validity period and/or refuse to accept the award of a contract when and if awarded without an acceptable justification, then the supplier(s)/service provider(s) may be banned from participating with DSWD RO III's procurement for a minimum period of three (3) months.
10. **Alterations:** Any interlineations, erasures or overwriting shall be valid **only if they are signed** by the supplier or any of its duly authorized representative(s).
11. **Evaluation of Quotations:** Offers determined to be substantially responsive to the technical specifications will be evaluated by comparison of their prices. In evaluating the quotations, the Purchaser will adjust any arithmetical errors as follows:
- where there is a discrepancy between the unit rates and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern;
 - where there is a miscalculation in the amount/s in figures in the total quoted award basis, the amount of bid as calculated by the BAC will prevail (base on the adjusted line item total per item)
 - If a Supplier refuses to accept the correction, his quotation will be rejected.
12. **Award of Purchase Order/Job Order:** The award shall be made to the bidder offering the lowest evaluated price that is responsive/meets the minimum technical and financial requirements or whatever is deemed most advantageous on the part of DSWD ROIII as determined by the Bids and Awards Committee (BAC).
13. **Liquidated damages/penalty:** In case of failure to make the full delivery within the time specified in the delivery terms, a penalty of one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay shall be imposed. If the **cumulative amount of liquidated damages** reaches ten percent (10%) of the amount of the contract, the Procuring Entity may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances. (2016 Revised IRR of R.A 9184 Annex "I" Guidelines on Termination of Contracts)
14. **Terms of Payment:** Payment shall be made within seven (7) to fifteen (15) working days thru Check (for first time suppliers) or LDDAP, only upon full delivery/performance of the items/materials/services and acceptance by the requisitioning unit and/or the inspection and acceptance committee and presentation & submission of complete documents to Finance Division. For Non-LBP Accounts, LDDAP service charge will be borne by the Supplier/Service Provider – thus encouraged to open Land Bank of the Philippines Account.
15. **Authenticity of Signatures:** The DSWD ROIII requests an accomplished copy of the **Certificate of Signatory Form** from your company to identify your duly authorized representatives and determine their respective signatures for security purposes. If you are a newly registered supplier, please request the form from our office and submit it together with your quotation.
16. **Brands and Model Numbers:** For supplies/goods, all bids must be quoted with a corresponding brand next to its quoted price. If your offer does not have a specific brand, the term "generic" should be stated for Goods/Supplies only. Likewise, all equipment (I.T., Furniture, Appliances, etc.) must have a specified brand offer with corresponding model number. Non-compliance of this provision will automatically disqualify your bid/quotation.

Further information can be obtained from:

Address : DSWD ROIII, DMGC, Brgy. Maimpis, San Fernando, Pampanga
Tele Fax : (045) 861-5630/2413 local 127
E-mail Address : quotation.fo3@dswd.gov.ph

Please acknowledge the receipt of this request letter which will serve as a formal letter of invitation to bid by affixing your signature below.

Sincerely,


JENNIFER CAMPANG MORALES
Admin. Officer V, Procurement Section

Concurred by:

SUPPLIER/SERVICE PROVIDER
(Signature over Printed Name)

----- **Remarks:**

- ☐ - Supplier/Service Provider *submitted* his/her bid before closing date/ Expressed interest to bid
- ☐ - Supplier/ Service Provider *did not submit* his/her bid before closing date/Expressed disinterest to bid

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Regional Office III

PRICE QUOTATION FORM

Please quote your lowest price for the package described below stating the shortest time of delivery, subject to the terms and conditions set forth on the Request For Quotation Form, and submit your quotation duly signed by your authorized representative (see letter "N" of Terms and Conditions in the RFQ Form) at Procurement Section, DSWD RO III, Gov't Center, Maimpis, City of San Fernando, Pampanga on or before 2022. The DSWD ROIII reserves the right to accept or reject any or all quotations and to impose additional terms and conditions as it may deem proper.


JENNIFER CAMPANG MORALES
Admin. Officer V, Procurement Section

A. PROJECT DETAILS

TITLE OF PROJECT : Board and Lodging for the conduct of "Program Stakeholders' Accountability Reporting for the KC-NCDDP-AF 1st Phase Program Implementation" on May 5-6, 2022 within Pampanga
ABC OF PROJECT : 112,000.00
REFERENCE PR NO. : 2022-04-415
RFQ NUMBER : 2022-04-185
REQUESTING OFFICE : KC-NCDDP-AF

B. QUOTE/OFFER

*NAME OF FIRM/OFFEROR : _____ *DATE : _____
*BUSINESS ADDRESS : _____
*CONTACT PERSON : _____
*CONTACT NUMBER : _____
*[please accomplish the required field in red asterisk (" * ")]*

Sir/Madam:
After having carefully read and accepted the Terms and Conditions as per attached RFQ, I/We quote you on the items/services at prices hereunder.

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS		UNIT COST	TOTAL COST
	1	LOT	Board & Lodging			
			A. REQUEST INFO			
			Date: May 5-6, 2022			
			Location: within Angeles , Pampanga			
			Number of Day(s): Two (2) Days			
			Number of Night(s): One (1) Night			
			No. of Participants: Forty (40) Pax			
			Check-in Date: May 5, 2022 Thursday			
			Check-out Date: May 6, 2022 Friday			
			Meals to be Served: AM Snacks, Lunch , PM Snacks, Dinner (1st day)			
			:Breakfast,AM Snacks, Lunch and PM Snacks, Dinner (2nd day)			
			Type of Serving: Manage Buffet Type Meals and Plated Snacks			
			B. FOOD/MENU			
			DAY 1 - May 5, 2022 (Please state your offered menu)			
	40	pax	AM Snacks (Preferred Menu)	100.00		
	40	pax	Lunch (Preferred Menu)	300.00		
	40	pax	PM Snacks(Preferred Menu)	100.00		
	40	pax	Dinner(Preferred Menu)	300.00		
			DAY 2 - May 6, 2022 (Please state your offered menu)			
	40	pax	Breakfast (Preferred Menu)	300.00		
	40	pax	AM Snacks (Preferred Menu)	100.00		
	40	pax	Lunch (Preferred Menu)	300.00		
	40	pax	PM Snacks(Preferred Menu)	100.00		
	40	pax	Dinner(Preferred Menu)	300.00		
			C. LODGING/ACCOMODATION			
	40	pax	NIGHT 1 - May 5, 2022 (Thursday)	900.00		
			D. Minimum Requirements			
			D.1 Food and Venue			
			>Fully airconditioned conference/function room that can accommodate			
			the total no. of participants required per day FREE OF CHARGE			
			>Every meal must have dessert			

			>Every meal/snack must be accompanied by drinks			
			>Every meal must have a minimum of three (3) Main Courses			
			>Breakfast ready for serving at 6:30am			
			>Lunch ready for serving at 11:30am			
			>Snacks ready for serving at 9:30am & 2:30pm			
			>Dinner ready for serving at 6:00pm			
			>Has a standby personnel who will attend to needs			
			>With breakout room/session halls that can accommodate minimum of 25 pax per session hall only			
			>If you cannot provide the exact menu on this request, an offer equivalent			
			or higher (set menu to be provided) can be suggested as possible substitute			
			subject the approval of requesting unit.			
			D.2 Lodging			
			>Fully airconditioned rooms			
			>Individual bed per participants			
			>Availability of toiletries everyday			
			>Provision of towels everyday			
			>Complimentary bottled water per participant per room everyday			
			E. INCLUSIONS			
			>Free use of swimming pool if available			
			>Provision of Fast and Reliable Internet Connection			
			>Provision of Free Flowing Coffee, w/ styro cups and stirrers			
			>Provision of LCD Projectors, good sound system with atleast two (2)			
			microphones (preferably wireless) & audio jacks (standby auto technician)			
			inclusive of electricity cost			
			>Provision of tarpaulin/streamer outside lobby facility			
			>Any other amenities that can be provided w/out additional cost			
			F. REMINDER			
			>The venue must be DOT-Accredited , allowing it to operate during health crisis			
			>Hotel staff must be equipped with minimum Personal Protective Equipment (PPE)as mandated by the Local Government			
			>Service Provider shall comply to the folloeing protocols:			
			-use of Facemask and Faceshield			
			-body temperature checking			
			-provide a logbook for contract tracing			
			-provision of alcohol in the entrance of the venue			
			-One meter distance between the participants/event attendees, employees and suppliers shall be observed at all times			
			-Meal tables shall be set at a distance of two meter apart			
			-Chairs shall be distances and atleast one meter on all sides			
			-regular cleaning and disinfection schedule of the premises shall be implemented			
			>The venue shall adhere to the cleaning, disinfection and ventillation measures			
			>Hotels should not be offering short-term lodging associated with motes			
			>Hotel should not be situated acrossand/or beside gambling establishments such as but not limited to Casinos			
			>Hotel location should be appropriate for the conduct of Professional discussion and must be conducive for			
			productivity and creative thinking			
			>Hotel can provide the required number of rooms and should not transfer the participants to other hotels			
			* NOTHING FOLLOWS *			
				TOTAL BID (Amount in Figures):		
			APPROVED BUDGET FOR THE CONTRACT	(ABC)		112,000.00

AWARD BASIS: / / Item Basis / X / Lot Basis

The above-quoted prices are inclusive of all costs and applicable taxes.

Name & Signature of Canvasser

*

SUPPLIER/SERVICE PROVIDER

(Signature Over Printed Name)

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Regional Office III

TECHNICAL SPECIFICATIONS

Bidders/Suppliers must state "COMPLY" or "NOT COMPLY" in the column "Statement of Compliance" against each of the individual parameters of each "Specification." Please do not just place check on the SOC portion.

A. PROJECT DETAILS

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ABC OF PROJECT : 112,000.00

REFERENCE PR NO. : 2022-04-415

RFQ NUMBER : 2022-04-185

REQUESTING OFFICE : KC-NCDDP-AF

B. QUOTE/OFFER

*NAME OF FIRM/OFFEROR : *DATE:

*BUSINESS ADDRESS :

*CONTACT PERSON :

*CONTACT NUMBER :

[please accomplish the required field in red asterisk (" * ")]

AWARD BASIS		TECHNICAL SPECIFICATIONS		BIDDER'S
ITEM NO.	SCOPE	(Purchaser's Required Specifications)		STATEMENT OF COMPLIANCE
		Board & Lodging		
		A. REQUEST INFO		
		Date: May 5-6, 2022		
		Location: within Angeles , Pampanga		
		Number of Day(s): Two (2) Days		
		Number of Night(s): One (1) Night		
		No. of Participants: Forty (40) Pax		
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		Type of Serving: Manage Buffet Type Meals and Plated Snacks		
		B. FOOD/MENU		
		DAY 1 - May 5, 2022 (Please state your offered menu)		
		AM Snacks (Preferred Menu)		
		Lunch (Preferred Menu)		
		PM Snacks(Preferred Menu)		
		Dinner(Preferred Menu)		
		DAY 2 - May 6, 2022 (Please state your offered menu)		
		Breakfast (Preferred Menu)		
		AM Snacks (Preferred Menu)		
		Lunch (Preferred Menu)		
		PM Snacks(Preferred Menu)		
		Dinner(Preferred Menu)		
		C. LODGING/ACCOMODATION		
		NIGHT 1 - May 5, 2022 (Thursday)		
		D. Minimum Requirements		
		D.1 Food and Venue		
		>Fully airconditioned conference/function room that can accommodate		
		the total no. of participants required per day FREE OF CHARGE		
		>Every meal must have dessert		
		>Every meal/snack must be accompanied by drinks		
		>Every meal must have a minimum of three (3) Main Courses		
		>Breakfast ready for serving at 6:30am		
		>Lunch ready for serving at 11:30am		
		>Snacks ready for serving at 9:30am & 2:30pm		
		>Dinner ready for serving at 6:00pm		
		>Has a standby personnel who will attend to needs		
		session hall only		

			>If you cannot provide the exact menu on this request, an offer equivalent or higher (set menu to be provided) can be suggested as possible substitute subject the approval of requesting unit.	
			D.2 Lodging	
			>Fully airconditioned rooms	
			>Individual bed per participants	
			>Availability of toiletries everyday	
			>Provision of towels everyday	
			>Complimentary bottled water per participant per room everyday	
			E. INCLUSIONS	
			>Free use of swimming pool if available	
			>Provision of Fast and Reliable Internet Connection	
			>Provision of Free Flowing Coffee, w/ styro cups and stirrers	
			>Provision of LCD Projectors, good sound system with atleast two (2) microphones (preferably wireless) & audio jacks (standby auto technician) inclusive of electricity cost	
			>Provision of tarpaulin/streamer outside lobby facility	
			>Any other amenities that can be provided w/out additional cost	
			F. REMINDER	
			>The venue must be DOT-Accredited , allowing it to operate during health crisis (PPE)as mandated by the Local Government	
			>Service Provider shall comply to the folloeing protocols:	
			-use of Facemask and Faceshield	
			-body temperature checking	
			-provide a logbook for contract tracing	
			-provision of alcohol in the entrance of the venue	
			suppliers shall be observed at all times	
			-Meal tables shall be set at a distance of two meter apart	
			-Chairs shall be distances and atleast one meter on all sides	
			-regular cleaning and disinfection schedule of the premises shall be implemented	
			>The venue shall adhere to the cleaning, disinfection and ventillation measures	
			>Hotels should not be offering short-term lodging associated with motes but not limited to Casinos	
			and must be conducive for	
			productivity and creative thinking	
			participants to other hotels	
			* NOTHING FOLLOWS *	
			NOTE: Please submit your best offer without sacrificing its quality.	

I hereby certify to comply with SOME / ALL of the above Technical Specification/s.

* _____
DEALER/SUPPLIER
(Signature Over Printed Name)