

**REQUEST FOR QUOTATION(RFQ)**

**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
KALAHI CIDSS-NATIONAL COMMUNITY DRIVEN DEVELOPMENT PROGRAM (KC-NCDDP)  
FIELD OFFICE III**

Government Center, Maimpis, City of San Fernando (P)  
Telephone Nos.(045) 961-2143

**REQUEST FOR QUOTATION OF GOODS**

\*Date of Request : \_\_\_\_\_

RFQ No. 2023-02-090  
PR No. 2023-02-170  
Mode of Proc. PPG Shopping

\*Company Name : \_\_\_\_\_

\* Address : \_\_\_\_\_

\*Contact Person : \_\_\_\_\_

\*Contact Number : \_\_\_\_\_

Sir/Madam:

1. The National Community Driven Development Program (NCDDP) hereby requests you to submit price quotations for the following items in Annex A: **BOARD AND LODGING FOR THE CONDUCT OF BATCH 1&2 OF ROLL-OUT OF THE PARTICIPATORY BARANGAY DEVELOPMENT PANNING (NATIONAL TRAINING OF TRAINERS) ON MARCH 12-18, 2023 & MARCH 19-25, 2023**

To assist you in the preparation of your price quotation, we enclose the necessary technical specifications and required quantities.

Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in **Annex A**. Failure to indicate information could be basis for non – compliance. Also, furnish us with **descriptive brochures, catalogues, literatures and/or samples**, if applicable.

Please accomplish and **submit this form together with Annex A and all the required documents** to DSWD FO III - BAC Secretariat at DSWD Regional Office III, Diosdado Macapagal Government Center, Maimpis, City of San Fernando, Pampanga or **email to [quotation.fo3@dswd.gov.ph](mailto:quotation.fo3@dswd.gov.ph)**. Quotations submitted to different email address(es) as stated above shall not be considered for evaluation. Please indicate in the subject of your email the title of the Project using this format: **[RFQ NUMBER] [DEADLINE OF SUBMISSION]**. Bids submitted must be in **pdf format ONLY** clearly scanned in a **SINGLE FILE**. Any supporting documents shall be saved in a separate pdf file.

2. You may quote for any or more items under this request. Each item shall be evaluated and contract awarded separately to the supplier(s)/ service(s) offering the lowest evaluated price on per:

Item Basis       Total Quoted       Lot Basis

3. Your quotation in duplicate and in the English language, should be accompanied by adequate technical documentation and catalogue(s) and other printed materials or pertinent information in English for each item quoted, including names and addresses of supplier(s)/ service provider(s) providing after sales services facilities in the Philippines.
4. The deadline for receipt of your quotation (s) by the KC-NCDDP at the address indicated in above is on: **February 24, 2023 12:00nn** (Date and Time).
5. Your quotation(s) should be submitted as per the following instruction and in accordance with the Terms and Conditions including the following:

- a. **Prices:** The prices should be quoted for supply and delivery of **Board and Lodging for the conduct of Batch 1&2 of Roll-out of the Participatory Barangay Development Panning (National Training of Trainers) on March 12-18, 2023 & March 19-25, 2023** to be delivered **Within Pampanga** (Place of destination).
- b. **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 amounts in figures in words, the amount in words will govern;
  - 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;
  - If a Supplier refuses to accept the correction, his quotation will be rejected.

In addition to the quoted price, the evaluated price shall include Value Added Tax and other necessary taxes as specified herein.

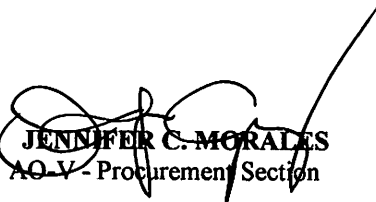
- iv. **Award of Purchase Order:** The award will be made to the bidder offering the lowest evaluated price that meets the technical and financial requirements.
- v. **Validity of Offer:** The quotation(s) should be valid for a period of forty five (45) calendar days from the deadline of receipt of quotation(s) indicated in paragraph 4 of this Request for Quotation.
- vi. 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, then the supplier(s)/service provider(s) will be excluded from the list of NCDDP suppliers for the project for two years.
- vii. If the **supplier/service provider** does not start the deliver or perform the services under the contract/PO within 7 days (upon receipt of the purchase order/contract) without valid reason acceptable to the procuring entity (DSWD), the contract may be terminated through a notice to be issued by the head of the procuring entity (HOPE); the procuring entity shall proceed to negotiate with the succeeding responsive supplier/s; otherwise re-canvass.
- viii. **Liquidated damages/penalty:** In case of failure to make the full delivery within the time specified in the delivery terms, a penalty of **one percent** of the undelivered cost for every day of delay shall be imposed.

6. Further information can be obtained from: \_\_\_\_\_

Delivery Address : DSWD Regional Office III, Diosdado Macapagal Government Center,  
Maimpis, City of San Fernando, Pampanga  
Telephone : (045) 961-2143  
Fax : (045) 961-2143  
E-mail Address : secretariatbac.fo3@gmail.com

7. Please confirm by fax/e-mail the receipt of this request and whether or not you will submit the price quotation(s)

Sincerely,

  
JENNIFER C. MORALES  
AO-V - Procurement Section

RFQ No: 2023-02-090

Date: \_\_\_\_\_

Company Name: \_\_\_\_\_  
 Company Address: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Contact No.: \_\_\_\_\_

| Item No. | Qty. | Unit | Purchase's Specifications                                             | Supplier/Service Provider's Specification<br>(Please write the detailed specifications in the space provided) | Unit Cost | Total Cost |
|----------|------|------|-----------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|-----------|------------|
|          |      |      | <b>A. REQUEST INFO</b>                                                |                                                                                                               |           |            |
| 1        |      |      | <b>Board &amp; Lodging</b>                                            |                                                                                                               |           |            |
|          |      |      | <b>A. REQUEST INFO</b>                                                |                                                                                                               |           |            |
|          |      |      | <b>Date: Batch 1: March 12 -18, 2023</b>                              |                                                                                                               |           |            |
|          |      |      | <b>Batch 2: March 19-25, 2023</b>                                     |                                                                                                               |           |            |
|          |      |      | <b>Location: within Pampanga</b>                                      |                                                                                                               |           |            |
|          |      |      | <b>Number of Day(s): Seven (7) Days for each batch</b>                |                                                                                                               |           |            |
|          |      |      | <b>Number of Night(s): Six (6) Nights for each batch</b>              |                                                                                                               |           |            |
|          |      |      | <b>No. of Participants: Batch 1: Eighty Three (83) Pax</b>            |                                                                                                               |           |            |
|          |      |      | <b>Batch 2: Eighty Six (86) Pax</b>                                   |                                                                                                               |           |            |
|          |      |      | <b>Batch 1: Check-in Date: March 12, 2023 Sunday</b>                  |                                                                                                               |           |            |
|          |      |      | <b>Check-out Date: March 18, 2023 Saturday</b>                        |                                                                                                               |           |            |
|          |      |      | <b>Batch 2: Check-in Date: March 19, 2023 Sunday</b>                  |                                                                                                               |           |            |
|          |      |      | <b>Check-out Date: March 25, 2023 Saturday</b>                        |                                                                                                               |           |            |
|          |      |      | <b>Meals to be Served:</b>                                            |                                                                                                               |           |            |
|          |      |      | <b>1st Day : Dinner</b>                                               |                                                                                                               |           |            |
|          |      |      | <b>2nd to 6th Day: Breakfast, AM Snacks, Lunch, PM Snacks, Dinner</b> |                                                                                                               |           |            |
|          |      |      | <b>7th Day: Breakfast, AM Snacks</b>                                  |                                                                                                               |           |            |
|          |      |      | <b>Type of Serving: Manage Buffet Type Meals and Plated Snacks</b>    |                                                                                                               |           |            |
|          |      |      | <b>B. FOOD/MENU</b>                                                   |                                                                                                               |           |            |
|          |      |      | <b>BATCH 1:</b>                                                       |                                                                                                               |           |            |
|          |      |      | <b>DAY 1 - March 12, 2023 (Please state your offered menu)</b>        |                                                                                                               |           |            |
|          | 83   | PAX  | Dinner(Preferred Menu)                                                |                                                                                                               |           |            |
|          |      |      | <b>DAY 2 - March 13, 2023 (Please state your offered menu)</b>        |                                                                                                               |           |            |
|          | 83   | PAX  | Breakfast (Preferred Menu)                                            |                                                                                                               |           |            |
|          | 83   | PAX  | AM Snacks (Preferred Menu)                                            |                                                                                                               |           |            |
|          | 83   | PAX  | Lunch (Preferred Menu)                                                |                                                                                                               |           |            |

|    |     |                                                                |  |  |  |
|----|-----|----------------------------------------------------------------|--|--|--|
| 83 | PAX | PM Snacks(Preferred Menu)                                      |  |  |  |
| 83 | PAX | Dinner(Preferred Menu)                                         |  |  |  |
|    |     | <b>DAY 3 - March 14, 2023 (Please state your offered menu)</b> |  |  |  |
| 83 | PAX | Breakfast (Preferred Menu)                                     |  |  |  |
| 83 | PAX | AM Snacks (Preferred Menu)                                     |  |  |  |
| 83 | PAX | Lunch (Preferred Menu)                                         |  |  |  |
| 83 | PAX | PM Snacks(Preferred Menu)                                      |  |  |  |
| 83 | PAX | Dinner(Preferred Menu)                                         |  |  |  |
|    |     | <b>DAY 4 - March 15, 2023 (Please state your offered menu)</b> |  |  |  |
| 83 | PAX | Breakfast (Preferred Menu)                                     |  |  |  |
| 83 | PAX | AM Snacks (Preferred Menu)                                     |  |  |  |
| 83 | PAX | Lunch (Preferred Menu)                                         |  |  |  |
| 83 | PAX | PM Snacks(Preferred Menu)                                      |  |  |  |
| 83 | PAX | Dinner(Preferred Menu)                                         |  |  |  |
|    |     | <b>DAY 5 - March 16, 2023 (Please state your offered menu)</b> |  |  |  |
| 83 | PAX | Breakfast (Preferred Menu)                                     |  |  |  |
| 83 | PAX | AM Snacks (Preferred Menu)                                     |  |  |  |
| 83 | PAX | Lunch (Preferred Menu)                                         |  |  |  |
| 83 | PAX | PM Snacks(Preferred Menu)                                      |  |  |  |
| 83 | PAX | Dinner(Preferred Menu)                                         |  |  |  |
|    |     | <b>DAY 6 - March 17, 2023 (Please state your offered menu)</b> |  |  |  |
| 83 | PAX | Breakfast (Preferred Menu)                                     |  |  |  |
| 83 | PAX | AM Snacks (Preferred Menu)                                     |  |  |  |
| 83 | PAX | Lunch (Preferred Menu)                                         |  |  |  |
| 83 | PAX | PM Snacks(Preferred Menu)                                      |  |  |  |
| 83 | PAX | Dinner(Preferred Menu)                                         |  |  |  |
|    |     | <b>DAY 7 - March 18, 2023 (Please state your offered menu)</b> |  |  |  |
| 83 | PAX | Breakfast (Preferred Menu)                                     |  |  |  |
| 83 | PAX | AM Snacks (Preferred Menu)                                     |  |  |  |
|    |     | <b>BATCH 2:</b>                                                |  |  |  |
|    |     | <b>DAY 1 - March 19, 2023 (Please state your offered menu)</b> |  |  |  |
| 86 | PAX | Dinner(Preferred Menu)                                         |  |  |  |
|    |     | <b>DAY 2 - March 20, 2023 (Please state your offered menu)</b> |  |  |  |
| 86 | PAX | Breakfast (Preferred Menu)                                     |  |  |  |
| 86 | PAX | AM Snacks (Preferred Menu)                                     |  |  |  |

|  |    |     |                                                                |  |  |  |
|--|----|-----|----------------------------------------------------------------|--|--|--|
|  | 86 | PAX | Lunch (Preferred Menu)                                         |  |  |  |
|  | 86 | PAX | PM Snacks(Preferred Menu)                                      |  |  |  |
|  | 86 | PAX | Dinner(Preferred Menu)                                         |  |  |  |
|  |    |     |                                                                |  |  |  |
|  |    |     | <b>DAY 3 - March 21, 2023 (Please state your offered menu)</b> |  |  |  |
|  | 86 | PAX | Breakfast (Preferred Menu)                                     |  |  |  |
|  | 86 | PAX | AM Snacks (Preferred Menu)                                     |  |  |  |
|  | 86 | PAX | Lunch (Preferred Menu)                                         |  |  |  |
|  | 86 | PAX | PM Snacks(Preferred Menu)                                      |  |  |  |
|  | 86 | PAX | Dinner(Preferred Menu)                                         |  |  |  |
|  |    |     |                                                                |  |  |  |
|  |    |     | <b>DAY 4 - March 22, 2023 (Please state your offered menu)</b> |  |  |  |
|  | 86 | PAX | Breakfast (Preferred Menu)                                     |  |  |  |
|  | 86 | PAX | AM Snacks (Preferred Menu)                                     |  |  |  |
|  | 86 | PAX | Lunch (Preferred Menu)                                         |  |  |  |
|  | 86 | PAX | PM Snacks(Preferred Menu)                                      |  |  |  |
|  | 86 | PAX | Dinner(Preferred Menu)                                         |  |  |  |
|  |    |     |                                                                |  |  |  |
|  |    |     | <b>DAY 5 - March 23, 2023 (Please state your offered menu)</b> |  |  |  |
|  | 86 | PAX | Breakfast (Preferred Menu)                                     |  |  |  |
|  | 86 | PAX | AM Snacks (Preferred Menu)                                     |  |  |  |
|  | 86 | PAX | Lunch (Preferred Menu)                                         |  |  |  |
|  | 86 | PAX | PM Snacks(Preferred Menu)                                      |  |  |  |
|  | 86 | PAX | Dinner(Preferred Menu)                                         |  |  |  |
|  |    |     |                                                                |  |  |  |
|  |    |     | <b>DAY 6 - March 24, 2023 (Please state your offered menu)</b> |  |  |  |
|  | 86 | PAX | Breakfast (Preferred Menu)                                     |  |  |  |
|  | 86 | PAX | AM Snacks (Preferred Menu)                                     |  |  |  |
|  | 86 | PAX | Lunch (Preferred Menu)                                         |  |  |  |
|  | 86 | PAX | PM Snacks(Preferred Menu)                                      |  |  |  |
|  | 86 | PAX | Dinner(Preferred Menu)                                         |  |  |  |
|  |    |     |                                                                |  |  |  |
|  |    |     | <b>DAY 7 - March 25, 2023 (Please state your offered menu)</b> |  |  |  |
|  | 86 | PAX | Breakfast (Preferred Menu)                                     |  |  |  |
|  | 86 | PAX | AM Snacks (Preferred Menu)                                     |  |  |  |
|  |    |     |                                                                |  |  |  |
|  |    |     | <b>C. LODGING/ACCOMODATION</b>                                 |  |  |  |
|  |    |     | <b>BATCH 1:</b>                                                |  |  |  |
|  | 83 | PAX | NIGHT 1 - March 12, 2023 (Sunday)                              |  |  |  |
|  | 83 | PAX | NIGHT 2 - March 13, 2023 (Monday)                              |  |  |  |
|  | 83 | PAX | NIGHT 3 - March 14, 2023 (Tuesday)                             |  |  |  |
|  | 83 | PAX | NIGHT 4 - March 15, 2023 (Wednesday)                           |  |  |  |

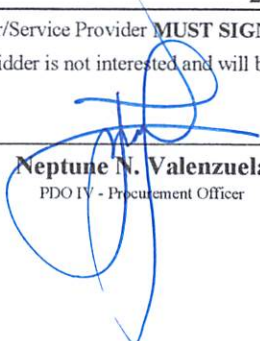
|  |    |     |                                                                                                                                                                                                 |  |  |  |
|--|----|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
|  | 83 | PAX | NIGHT 5 - March 16, 2023 (Thursday)                                                                                                                                                             |  |  |  |
|  | 83 | PAX | NIGHT 6 - March 17, 2023 (Friday)                                                                                                                                                               |  |  |  |
|  |    |     | <b>BATCH 2:</b>                                                                                                                                                                                 |  |  |  |
|  | 86 | PAX | NIGHT 1 - March 19, 2023 (Sunday)                                                                                                                                                               |  |  |  |
|  | 86 | PAX | NIGHT 2 - March 20, 2023 (Monday)                                                                                                                                                               |  |  |  |
|  | 86 | PAX | NIGHT 3 - March 21, 2023 (Tuesday)                                                                                                                                                              |  |  |  |
|  | 86 | PAX | NIGHT 4 - March 22, 2023 (Wednesday)                                                                                                                                                            |  |  |  |
|  | 86 | PAX | NIGHT 5 - March 23, 2023 (Thursday)                                                                                                                                                             |  |  |  |
|  | 86 | PAX | NIGHT 6 - March 24, 2023 (Friday)                                                                                                                                                               |  |  |  |
|  |    |     |                                                                                                                                                                                                 |  |  |  |
|  |    |     | <b>D. Minimum Requirements</b>                                                                                                                                                                  |  |  |  |
|  |    |     | <b>D.1 Food and Venue</b>                                                                                                                                                                       |  |  |  |
|  |    |     | >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                                                                                                                                               |  |  |  |
|  |    |     | >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. |  |  |  |
|  |    |     | <b>D.2 Lodging</b>                                                                                                                                                                              |  |  |  |
|  |    |     | >Fully airconditioned rooms                                                                                                                                                                     |  |  |  |
|  |    |     | >Provision of Fast and Reliable Internet Connection esp. around the conference/function room                                                                                                    |  |  |  |
|  |    |     | >Maximum of 3-4 pax can accommodate a room                                                                                                                                                      |  |  |  |
|  |    |     | >Availability of toiletries everyday                                                                                                                                                            |  |  |  |
|  |    |     | >Provision of towels per pax (change to newly washed atleast every after 2 days of stay)                                                                                                        |  |  |  |
|  |    |     | >Complimentary bottled water per participant per room everyday                                                                                                                                  |  |  |  |
|  |    |     | <b>E. INCLUSIONS</b>                                                                                                                                                                            |  |  |  |
|  |    |     | >Free use of swimming pool if available                                                                                                                                                         |  |  |  |
|  |    |     | > Provision of overflowing coffee w/ disposable cups and stirrer                                                                                                                                |  |  |  |
|  |    |     | >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                                                                                                                                 |  |  |  |
|  |    |     | <b>F. REMINDER</b>                                                                                                                                                                              |  |  |  |

|  |  |                                                                                                                                               |                                   |  |
|--|--|-----------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|--|
|  |  | >Service Provider shall comply to the following protocols:                                                                                    |                                   |  |
|  |  | -use of Facemask                                                                                                                              |                                   |  |
|  |  | -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                                                                                    |                                   |  |
|  |  | -regular cleaning and disinfection schedule of the premises shall be implemented                                                              |                                   |  |
|  |  | >The venue shall adhere to the cleaning, disinfection and ventilation measures                                                                |                                   |  |
|  |  | >Hotels should not be offering short-term lodging associated with motels                                                                      |                                   |  |
|  |  | >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                                      |                                   |  |
|  |  |                                                                                                                                               |                                   |  |
|  |  | **NOTE**                                                                                                                                      |                                   |  |
|  |  | Service Provider must wear facemask and Face shield at all times and maintain social distancing                                               |                                   |  |
|  |  | - xxxxx NOTHING FOLLOWS xxxxx -                                                                                                               | Approved Budget of : 1,960,400.00 |  |

PURPOSE: Board and Lodging for the conduct of Batch 1&2 of Roll-out of the Participatory Barangay Development Panning (National Training of Trainers) on March 12-18 & March 19-25, 2023 within Pampanga

PR No. 2023-02-170

**IMPORTANT:** The winning supplier/Service Provider **MUST SIGN** the original copy of Purchase Order (P.O) or Letter Order (L.O) with in three (3) days from the date of receipt. FAILURE to sign the original P.O/L.O means that the bidder is not interested and will be ground for suspension or blacklisting in DSWD's future biddings.

  
**Neptune N. Valenzuela**  
 PDO IV - Procurement Officer

\_\_\_\_\_  
 (Signature over printed name) **SUPPLIER**