

**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**

**RFQ No.** PPG-2024-08-001  
**PR No.** 2024-07-015  
**Mode of Proc.** Shopping PPG

\*Company Name : \_\_\_\_\_  
\*Company Address : \_\_\_\_\_  
\*Contact Person : \_\_\_\_\_  
\*Contact Number : \_\_\_\_\_  
\*Email Address : \_\_\_\_\_

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 GENDER SENSITIVITY WORKSHOP LEVEL 2 CUM PSYCHOSOCIAL WORKSHOP UNDER KC-NCDDP ON SEPTEMBER 24-27, 2024 WITHIN ZAMBALES.**

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**, **Valid Mayors Permit**, **Notarized Special Power of Attorney (SPA) / Secretary Certificate for Authorized Representative**, **Latest Income/Business Tax Return (for ABCs 500k and above)**, **notarized Omnibus Sworn Statement 2 days upon receipt of Notice of Award (for ABCs above 50k)** and all the required documents to DSWD FO III - PEAC Secretariat either in person or electronically under the following conditions:

<b>ELECTRONIC SUBMISSION</b>	<a href="mailto:quotationkalahi@gmail.com">quotationkalahi@gmail.com</a>
<b>IN PERSON SUBMISSION</b>	BAC Office, DSWD ANNEX A, San Isidro City of San Fernando, Pampanga

Quotations submitted to different email address(es) as stated above shall not be considered for evaluation. Bids submitted must be in **pdf format** ONLY clearly scanned in an **SINGLE FILE** including all supporting documents.

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: **AUGUST 28, 2024 1:00 PM.**

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 GENDER SENSITIVITY WORKSHOP LEVEL2 CUM PSYCHOSOCIAL WORKSHOP UNDER KC-NCDDP ON SEPTEMBER 24-27, 2024 WITHIN ZAMBALES** to be delivered **within Zambales on September 24-27, 2024.**

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:

- i. where there is a discrepancy between the amounts in figures in words, the amount in words will govern;
- ii. 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;
- iii. 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: \_\_\_\_\_

Office Address : DSWD ANNEX A, San Isidro, City of San Fernando, Pampanga  
 Telephone : 0968-491-8284  
 Fax :  
 E-mail Address : quotationkalahi@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)

  
 NEPTUNE M. HERNANDEZ  
 PDO IV

\_\_\_\_\_  
(Signature over Printed Name)  
Supplier

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

RFQ NO. PPG-2024-08-001

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

\*Company Name: \_\_\_\_\_  
 \*Company Address: \_\_\_\_\_  
 \*Contact Person: \_\_\_\_\_  
 \*PhilGEPS Reg. No.: \_\_\_\_\_

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	Statement of Compliance and Bidder's Specifications <small>(Please fill out the detailed specifications in the space provided and/or write "COMPLY" if able to deliver)</small>	UNIT COST	TOTAL COST
1	LOT		FOOD AND VENUE			
			<b>REQUEST INFORMATION</b>			
			<b>Dates:</b> September 24-27, 2024			
			<b>Location:</b> within Zambales			
			<b>Number of Days:</b> Four (4) Days			
			<b>Number of Nights:</b> Three (3) Nights			
			<b>Number of Participants:</b> 80 pax			
			<b>Minimum Guaranteed No. of Pax:</b> N/A			
			<b>Check-in Date:</b> 24 September 2024			
			<b>Check-out Date:</b> 27 September 2024			
			<b>Meals to be Served:</b>			
			<b>Breakfast, AM Snack, Lunch, PM Snacks, Dinner</b>			
			<b>Type of Serving:</b> Plated (Snacks), Buffet (Meals)			
			<b>B. FOOD/MENU:</b>			
			<b>Day 1 - 24 September 2024</b>			
	80	pax	AM SNACK (preferred menu)			
	80	pax	LUNCH (preferred menu)			
	80	pax	PM SNACKS (preferred menu)			
	80	pax	DINNER (preferred menu)			
			<b>Day 2 - 25 September 2024</b>			
	80	pax	BREAKFAST (preferred menu)			
	80	pax	AM SNACK (preferred menu)			
	80	pax	LUNCH (preferred menu)			
	80	pax	PM SNACKS (preferred menu)			
	80	pax	DINNER (preferred menu)			
			<b>Day 3 - 26 September 2024</b>			
	80	pax	BREAKFAST (preferred menu)			
	80	pax	AM SNACK (preferred menu)			
	80	pax	LUNCH (preferred menu)			
	80	pax	PM SNACKS (preferred menu)			
	80	pax	DINNER (preferred menu)			
			<b>Day 4 - 27 September 2024</b>			
	80	pax	BREAKFAST (preferred menu)			
	80	pax	AM SNACK (preferred menu)			
	80	pax	LUNCH (preferred menu)			
	80	pax	PM SNACKS (preferred menu)			
			<b>C. LODGING/ACCOMMODATION</b>			
	80	pax	NIGHT 1 - 24 September 2024			
	80	pax	NIGHT 2 - 25 September 2024			
	80	pax	NIGHT 3 - 26 September 2024			
			<b>TECHNICAL SPECIFICATIONS</b>			
			<b>I. Availability</b>			
			September 24-27, 2024 ( 4 days for 80 participants )			
			<b>II. Location</b>			
			A. within Zambales			
			B. Free parking space reserved within or near the venue			
			C. With access to main roads and national highways			
			<b>III. Neighborhood Data</b>			
			A. Proper waste management system such as regular garbage collection and holds Sanitary Permit from appropriate authority			
			B. Proximate to Police and Fire Stations			
			C. Proximate to Banks, Postal and Telecommunication service providers			
			<b>IV. Venue</b>			
			<b>A. Structural Condition</b>			
			The foundation is made of concrete and structural steel materials or combination of both			
			<b>B. Functionality of Function Rooms</b>			
			a Available One (1) Function Room from 7:00AM-5:00PM free of charge			
			b Classroom / round table Setup for guaranteed 80# participants (with center aisle )			
			c Rooms have no pillars, if any, pillars must not obstruct participants view of stage and projector screens/s			
			d Amenities include:			
			d 1 Secretariat's table			
			d 2 At least (3) microphone units (preferably wireless)			
			d 3 LCD Projector with table and Projector Screen			
			d 4 Podium			
			d 6 Free and steady WI-FI connection in the function rooms			
			d 7 Waived electricity charges for use of laptops and projectors			
			d 8 Area should accommodate a guaranteed 80# participants			

	<b>C. Room Arrangement</b>		
	c.1. For Training Participants, Speakers & facilitators		
	c.2. Guaranteed of 80pax (triple / quad-sharing) rooms on September 24-27, 2024 (4days / 3nights)		
	c.3. Hotel can accommodate the number of pax and should not transfer the participants to another hotel		
	c.4. Availability of toiletries everyday, Provision of towels per pax & bottled water per participant per room everyday		
	<b>D. Facilities</b>		
	d.1. Continuous water supply and accessible comfort rooms.		
	d.3. At least one (1) operational elevator available 24/7, if applicable.		
	d.4. Accessible emergency exit and alarm, standby fire extinguisher and automatic sprinkler.		
	d.5. Available Telephone and/or STRONG Internet Connection within the premises of the building		
	d.6. Audible and operational Sound System.		
	<b>E. Other Requirements</b>		
	e.1. Provision of technical, janitorial and maintenance services.		
	e.2. Ambiance promotes learning.		
	e.3. Adequate security service (24/7)		
	<b>F. Catering Services</b>		
	f.1. Location must be inside the Function Room or outside but very near the Function Room.		
	f.2. Meals for a guaranteed of 80% of participants.		
	f.3. Every meal must have dessert		
	f.4. Every meal must have a minimum of two (2) main courses		
	f.5. Every meal/snacks must be accompanied by drinks		
	f.6. For Snacks : either Pasta/ Bread/ Sandwich/ Filipino style meryenda or Combo of the stated menu		
	<b>ADDITIONAL REQUIREMENT AVAILABLE ANYTIME</b>		
	Provision of free-flowing coffee and/or tea at no additional charge.		
	The service supplier shall eliminate the use of non-essential disposable products like plastic bags, single-us utensils, etc. When disposable products are used, the supplier shall use recycled materials where possible.		
	<b>G. Client Satisfactory Rating based on current DSWD Field Office III Supplier Evaluation Rating Result if applicable.</b>		
	<b>Cost Parameter</b>		
	BREAKFAST: 300.00		
	AM SNACK: 100.00		
	PM SNACK: 100.00		
	DINNER: 300.00		
	ACCOMMODATION: 1200.00		
	Approved Budget for the Contract: Php 592,000.00		

Please do not leave any blank items.

**TOTAL OFFERED QUOTATION / BID**

In WORDS:	In FIGURES:
_____	PHP _____
_____	
_____	

PURPOSE: BOARD AND LODGING FOR THE CONDUCT OF GENDER SENSITIVITY WORKSHOP LEVEL 2 CUM PSYCHOSOCIAL WORKSHOP UNDER KC-CDS6-AF ON SEPTEMBER 24-27, 2024 WITHIN ZAMBALES

PR No. : 2024-07-015

IMPORTANT: The winning bidder MUST SIGN the original copy of Purchase Order (P.O) at DBWD-Regional Office III, Procurement Section within 48 hours from its issuance.

FAILURE to show up and sign the original P.O means that the bidder is not interested and will be a ground for suspension or blacklisting in DSWD's future biddings.

Please carefully re-check your bid (i.e. price, technical specifications and delivery date.) DSWD Field Office III implements a "NO MODIFICATION AND NO DELIVERY EXTENSION POLICY"

  
 NEPTUNE M. HERNANDEZ  
 PDO IV

\_\_\_\_\_  
SUPPLIER