DSWD
Department of Social Welfare and Development
Field Office 3 – Central Luzon

BAGONG PILIPINAS

CPM NO. PS-2026-0737
Board & Lodging

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

REQUEST FOR QUOTATION

RFQ No.	**RFQ-2026-06-0044**
PR No.	**2026-06-0090**
Mode of Procurement	**Negotiated Procurement - Lease of Real Property and Venue**

***Company Name:** _____
***Company Address:** _____
***Contact Person:** _____
***Contact No.:** _____
***Email Address:** _____
***PhilGeps Reg. No.:** _____

*REQUIRED. To avoid bid disqualification, **please fill out all the items accordingly.** Indicate "N/A" if not applicable. Thank you!

***Title of the Project:** **PROCUREMENT OF VENUE WITH BOARD AND LODGING FOR TRAINING ON THE ENVIRONMENTAL AND SOCIAL SAFEGUARDS FRAMEWORK (ESSF) ON AUGUST 10-14, 2026 WITHIN ZAMBALES**

Sir/Madam:

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.

Pursuant to Section 35.9 of the Republic Act No. 12009,, otherwise known as the "New Government Procurement Act," interested bidders **MUST** submit the following requirements along with their bid.

NP-Lease of Real Property or Venue

Legal and Technical Requirements

- Philgeps Registration Number (Red Membership) **or** Philgeps **Platinum** Certificate **(except for gov't agencies as lessors)**;
- Valid Mayor's Permit/Business Permit **(except for gov't agencies as lessors)**;

  For methods of procurement requiring **Mayor's Permit and Philgeps Registration Number, Philgeps Platinum Membership with updated Annex 'A'** may be submitted in lieu of the said documents.

- Latest Income/Business Tax Return **(except for gov't agencies as lessors)**;
- Notarized Special Power of Attorney (SPA) / Secretary Certificate for Authorized Representative
- BIR Registration Certificate, if applicable

Failure to attach the required documents will result in the **DISQUALIFICATION** of your bid.

DSWD Field Office III, Government Center, Maimpis, City of San Fernando, Pampanga, 2000 Philippines
Website: www.fo3.dswd.gov.ph Tel Nos.: (045) 961-2143

Please accomplish and submit this form together with Annex A and all the required documents to DSWD FO III - BAC Secretariat either in person or electronically under the following conditions:

SERVICE PROVIDERS' REGISTRATION	https://tinyurl.com/fo3bacsite Select the Menu – **"SERVICE PROVIDER REGISTRATION FORM"**
ELECTRONIC SUBMISSION	https://tinyurl.com/fo3bacsite **in case of difficulty accessing the above link, you may access the alternate link:** https://bit.ly/fo3bacsite Select the Menu – **"BID SUBMISSION"**
DEADLINE OF SUBMISSION	**July 02, 2026 | 11:00 AM**

INSTRUCTIONS TO BIDDERS

1. Accomplish this RFQ and Annex A correct and accurately.
2. Do not alter the contents of this form in any way.
3. All technical specifications are mandatory. Failure to comply with the given instructions for eligibility requirements will disqualify your quotation.
4. Do not submit to any official email addresses of the Procurement Section and Bids Awards Committee.
5. Bids must be in a **SINGLE FILE** and in **PDF FORMAT ONLY**

Very truly yours,

Digitally signed by Adrian Dayrit Morales

ADRIAN D. MORALES
Procurement Section Chief

Terms and Conditions:

1. Award shall be made on per: ☐ Item Basis ■ Lot Basis
2. No negative feedback/record and or delay of delivery of Service Provider within Three (3) months.
3. Quotation validity shall be: Sixty (60) Calendar Days
4. Goods/Activity shall be delivered/conducted within/on: August 10-14, 2026
5. Place of Delivery/Activity: within Zambales
6. Terms of Payment: within Thirty (30) calendar days after the conduct of activity

Payment through LDDAP-ADA (List of Due and Demandable Accounts Payable-Advise to Debit Account).

Account Name: _____
Account Number: _____ _____
Bank Name: _____
Branch: _____

*Note; Non-Land Bank of the Philippines accounts shall be charged a service fee to be shouldered by Service Provider.

Payment through inter-bank transactions may take a minimum of two (2) to three (3) weeks to be credited. Service providers are highly encouraged to open a Land Bank account to facilitate faster and more efficient crediting of claims.

7. Liquidated Damages/Penalty: In case of failure to make full delivery within the time specified above, amount of the liquidated damages shall be at least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay. Once 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.
8. For goods, please indicate brand, model and country or origin.
9. In case of discrepancy between unit cost and total cost, unit cost shall prevail.
10. Please indicate Warranty (If applicable):_____
11. 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).
12. NOTE: "Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PhilGEPS). You may visit the PhilGEPS website at www.philgeps.gov.ph and register for free.

JOYCE M. SANTOS
PPMU Head

(Signature over Printed Name)
Supplier

/STEPHANIE