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

**CPM NO. PS-2026-0920**
**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-2026-10-0004** |
| **PR No.** | **2026-09-0145** |
| **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 THE SLP ADVOCACY IN NURTURING AND DEVELOPING ABILITIES YIELDING TO MORE ADROIT NATION-BUILDERS (PANDAYAN): FOSTERING AN INCLUSIVE WORKPLACE THROUGH EFFECTIVE COMMUNICATION, TEAMWORK, AND GAD ON 19-23 OCTOBER 2026 WITHIN PAMPANGA**

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<br><br>Select the Menu – **"SERVICE PROVIDER REGISTRATION FORM"** |
| **ELECTRONIC SUBMISSION** | https://tinyurl.com/fo3bacsite<br><br>**in case of difficulty accessing the above link, you may access the alternate link:**<br><br>https://bit.ly/fo3bacsite<br><br>Select the Menu – **"BID SUBMISSION"** |
| **DEADLINE OF SUBMISSION** | **October 12, 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: October 19-23, 2026
5. Place of Delivery/Activity: within Pampanga
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

Procurement Form No. 04-A "ANNEX A"

DEPARTMENT OF SOCIAL WELFARE & DEVELOPMENT

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 to register."

RFQ NO. 2026-10-0004

DATE: _____

*Company Name:_____

*Company Address:_____

*>Company Person:_____

*PhilGEPS Reg. No.:_____

| ITEM NO. | QTY | Unit | PURCHASER'S SPECIFICATIONS | Statement of Compliance and Bidder's Specification (Please indicate the word "COMPLY" in this whole column as your statement of compliance. Use a single bracket enclosing all the stated technical specifications on the table to represent your full intent to comply with the requirements. For goods, please include the detailed specifications in another sheet of paper or in the proof of evidence.) | Unit Cost (Kindly enter your Unit Cost only in the applicable rows where both qty & Unit are specified) | Total Cost (Kindly enter your Total Cost only in the applicable rows where both qty & Unit are specified) |
|---|---|---|---|---|---|---|
| | | | **BOARD AND LODGING** | | | |
| | | | | | | |
| | | | **A. REQUEST INFORMATION** | | | |
| | | | Date: 19-23 October 2026 | | | |
| | | | Provincial Location: Within PAMPANGA | | | |
| | | | Number of Days: 5 days and 4 nights | | | |
| | | | Number of Participants: 103 | | | |
| | | | No. of Guaranteed Pax: 82 | | | |
| | | | Check-in Date: October 19, 2026 | | | |
| | | | Check-out Date: October 23, 2026 | | | |
| | | | Meals to be served: PLEASE SEE BREAKDOWN BELOW | | | |
| | | | Type of Serving: Plated (Snacks), Buffet (Meals) | | | |
| | | | | | | |
| | | | **B. FOOD/MENU** | | | |
| | | | **DAY 1 - (October 19, 2026)** | | | |
| | 103 | pax | LUNCH | | | |
| | 103 | pax | PM SNACKS | | | |
| | 103 | pax | DINNER | | | |
| | | | | | | |
| | | | **DAY 2 - (October 20, 2026)** | | | |
| | 103 | pax | BREAKFAST | | | |
| | 103 | pax | AM SNACKS | | | |
| | 103 | pax | LUNCH | | | |
| | 103 | pax | PM SNACKS | | | |
| | 103 | pax | DINNER | | | |
| | | | | | | |
| | | | **DAY 3 - (October 21, 2026)** | | | |
| | 103 | pax | BREAKFAST | | | |
| | 103 | pax | AM SNACKS | | | |
| | 103 | pax | LUNCH | | | |
| | 103 | pax | PM SNACKS | | | |
| | 103 | pax | DINNER | | | |
| | | | | | | |
| | | | **DAY 4 - (October 22, 2026)** | | | |
| | 103 | pax | BREAKFAST | | | |
| | 103 | pax | AM SNACKS | | | |
| | 103 | pax | LUNCH | | | |
| | 103 | pax | PM SNACKS | | | |
| | 103 | pax | DINNER | | | |
| | | | | | | |
| | | | **DAY 5 - (October 23, 2026)** | | | |
| | 103 | pax | BREAKFAST | | | |
| | 103 | pax | AM SNACKS | | | |
| | | | | | | |
| | | | **C. LODGING/ACCOMMODATION** | | | |
| | 103 | pax | NIGHT 1 - October 19, 2026 | | | |
| | 103 | pax | NIGHT 2 - October 20, 2026 | | | |
| | 103 | pax | NIGHT 3 - October 21, 2026 | | | |
| | 103 | pax | NIGHT 4 - October 22, 2026 | | | |
| | | | | | | |
| | | | **TECHNICAL SPECIFICATIONS** | | | |
| | | | **I. AVAILABILITY** | | | |
| | | | 19 October 2026 to 23 October 2026 (5 days & 4 night for 103 participants) | | | |
| | | | | | | |
| | | | **II. LOCATION** | | | |

| | | | | | | |
|---|---|---|---|---|---|---|
| | | | A. Within Pampanga | | | |
| | | | B. Free parking space reserved within or near the venue | | | |
| | | | C. With access to main roads and national highways | | | |
| | | | D. Near Airport and Terminals | | | |
| | | | | | | |
| | | | **III. NEIGHBORHOOD DATA** | | | |
| | | | A. Proper waste management system such as regular garbage collection and holds Sanitary Permit from appropriate authority | | | |
| | | | B. Proximate to Police, Fire Stations and Restaurants | | | |
| | | | C. Proximate to Banks, Postal and Telecommunication service providers | | | |
| | | | | | | |
| | | | **IV. VENUE** | | | |
| | | | **A. Structural Condition** | | | |
| | | | The foundation is made of concrete and structural steel materials or combination of both | | | |
| | | | | | | |
| | | | **B. Functionality of Function Rooms** | | | |
| | | | b.1. Available One (1) Function Room and free used extended hour w/o any cost | | | |
| | | | b.2. Classroom / round table Setup for maximum of 103 participants (with center aisle.) | | | |
| | | | b.3. Rooms have no pillars, if any, pillars must not obstruct participants view of stage and projector screen/s. | | | |
| | | | b.4. Amenities include: | | | |
| | | | b.4.1. Secretariat's table | | | |
| | | | b.4.2. At least (3) microphone units (preferably wireless) | | | |
| | | | b.4.3. LCD Projector with table, Projector Screen and Electrical Extension Cords | | | |
| | | | b.4.4. Podium | | | |
| | | | b.4.5. Free and steady WI-FI connection in the function rooms | | | |
| | | | b.4.6. Waived electricity charges for use of laptop, projector and personal electronic gadgets | | | |
| | | | b.4.7. Area should accommodate the maximum number of participant comfortably. | | | |
| | | | b.4.8. The area should be designed to foster learning, promote relaxation and minimize distraction, creating an environment where particpants can focus, engage, and fully absorb the training/activity. | | | |
| | | | | | | |
| | | | **C. Room Arrangement** | | | |
| | | | c.1. For Training Participants, Speakers & facilitators | | | |
| | | | c.2. Guaranteed 82 to a maximum of 103 participant, (twin / triple sharing) rooms on 19-23 October 2026 (5 days / 4 night) | | | |
| | | | 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 | | | |
| | | | | | | |
| | | | **D. Facilities** | | | |
| | | | d.1. Continuous water supply and accessible comfort rooms. | | | |
| | | | d.2. At least one (1) operational elevator available 24/7, if applicable. | | | |
| | | | d.3. Accessible emergency exit and alarm, standby fire extinguisher and automatic sprinkler. | | | |
| | | | d.4. Available Telephone and/or STRONG Internet Connection within the premises of the building. | | | |
| | | | d.5. Audible and operational Sound System. | | | |
| | | | | | | |
| | | | **E. Other Requirements** | | | |
| | | | e.1. Provision of technical, janitorial and maintenance services. | | | |
| | | | e.2. Ambiance promotes learning. | | | |
| | | | e.3. Adequate security service (24/7) | | | |
| | | | | | | |
| | | | **F. Catering Services** | | | |
| | | | f1. Location must be inside the Function Room or outside but very near the Function Room. | | | |
| | | | f.2. Meals for a guaranteed of 82 to a maximum of 103 of participants. | | | |
| | | | f.3. Every meal must have dessert | | | |
| | | | f.4. Every meal must have a minimum of three (3) 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 | | | |
| | | | | | | |
| | | | **ADDITIONAL REQUIREMENT AVAILABLE ANYTIME** | | | |
| | | | > 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-use utensils, etc. When disposable products are used, the supplier shall use recycled materials whenever possible. | | | |
| | | | | | | |
| | | | G. Client Satisfactory Rating based on current DSWD Field Office III Supplier Evaluation Rating Result, if applicable. | | | |
| | | | | | | |
| | | | Cost Parameter per PAX: | | | |
| | | | Breakfast - 400.00 | | | |
| | | | AM Snacks - 150.00 | | | |
| | | | Lunch - 400.00 | | | |
| | | | PM Snacks - 150.00 | | | |
| | | | Dinner - 400.00 | | | |
| | | | Accomodation - 1,500.00 | | | |
| | | | | | | |
| | | | Approved Budget for the Contract: PHP 1,236,000.00 | | | |

TOTAL OFFERED QUOTATION / BID

| In WORDS: | In FIGURES |
|---|---|
| _____ | PHP_____ |

| | |
|---|---|
| Project Title: | PROCUREMENT OF VENUE WITH BOARD AND LODGING FOR THE SLP ADVOCACY IN NURTURING AND DEVELOPING ABILITIES YIELDING TO MORE ADROIT NATION-BUILDERS (PANDAYAN): FOSTERING AN INCLUSIVE WORKPLACE THROUGH EFFECTIVE COMMUNICATION, TEAMWORK, AND GAD ON 19-23 OCTOBER 2026 WITHIN PAMPANGA |
| PR No.: | 2026-09-0145 |
| IMPORTANT: | The winning bidder MUST SIGN the original copy of PURCHASE ORDER (P.O) at DSWD-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, tecnical specifications and delivery date.) DSWD Field Office III implements a "NO MODIFICATION and NO DELIVERY EXTENSION POLICY" |

Digitally signed by Adrian Dayrit Morales

ADRIAN D. MORALES
PROCUREMENT SECTION CHIEF

_____
(Signature over Printed Name)
SUPPLIER