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**REQUEST FOR QUOTATION**

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| Date Published: **August 13, 2015** |  | RFQ No.: **DSWD7-15-473** |

Name of Company/Bidder : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Contact Nos. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TIN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Department of Social Welfare and Development – Field Office VII, through its Bids and Awards Committee (BAC) will undertake a Negotiated Procurement for the Lease of Venue in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act 9184.

|  |  |
| --- | --- |
| **Name of Project/Activity** | **Regional Consultation Dialogue of Regional Pag-asa Youth Association of the Philippines (RFPYAP) and the Youth Service Providers** |
| **Location** | **Tagbilaran City** |
| **Date of Activity** | **September 18, 2015** |
| **Number of Participants** | **33 Pax** |
| **Brief Description** | **Board & Lodging with Function Room Amenities** |
| **Approved Budget for the Contract (ABC)** | **Forty Nine Thousand Five Hundred Pesos (P49,500.00) Only, inclusive of applicable tax and service charge** |
| **Source of Funds** | **SAA No. 30204000(2015)-VII-09** |

Interested bidders/suppliers are required to submit true copies of their valid **Mayor’s Permit** and **PhilGEPS Registration Certificate**,together **Technical Specifications** (marked as Annex A) and the **Price Quotation Sheet** (marked as Annex B) attached herewith.

**Deadline for submission of quotation is on or before August 20, 2015, 5:00 PM.**

For inquiry, you may contact **Ms. Justine P. Sanico** at Telephone No. (032) 233-8785 local 127 or through e-mail address, bacsec.fo7@gmail.com.

Very truly yours,



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**Annex A**

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***Technical Specifications***

Bidders must state either **“Comply” or “Not Comply”** or any equivalent term in the column “Statement of Compliance” against each of the individual parameters of each “Specification”.

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| --- | --- | --- |
| **Item** | **Specification** | **Statement of Compliance** |
| **I.** | **Availability:**September 18, 2015 |  |
| **II.** | **Location:**Tagbilaran City |  |
| **III.** | **Neighborhood Data**1. Sanitation and Health Condition
2. Proximity to Police and Fire Stations
 |  |
| **IV.** | **Venue Functionality/Requirements**1. **Conference Room**
* Provision of one (1) function room
* Conference type arrangement
* Small table for resource person near the projector
* Registration desk with chairs
* On-call operator for PA system and waiter
* Free use of LCD projector with screen in good working condition
* Backdrop and welcome streamers/lobby posting
* No electrical charges for the use of own equipment
* Available and free WIFI connection
 |  |
|  | * PA system with at least two (2) microphones
* Philippine flag
 |  |
|  | 1. **Guest Rooms**
* Triple-sharing with individual bed
 |  |
|  | 1. **Light Ventilation and Air-conditioning**
* Proper light ventilation and air-conditioning
 |  |
|  | 1. **Facilities**
* Continuous water supply and accessible comfort rooms
* Lighting system is compliant with the building code standards
* Accessible fire escapes
* Operational fire-fighting equipment and alarm
 |  |
|  | * **Other requirements**
* Maintenance and cleanliness
* Exhibits professional ambiance
* Adequate security service (24/7)
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| --- | --- | --- |
|  | 1. **Catering Services**
2. Buffet Lunch and Dinner and AM & PM Snacks
3. Buffet Breakfast on the following day
4. Menu:
* Rice, Appetizer, Salad, Soup, Dessert, Drinks
* 3 Main Courses (choice of fish, beef, chicken, pork, pasta, vegetables)
 |  |
|  | 1. **Billing**
* Within five (5) working days after the activity, the service provider shall submit the **Guest Folio with the Rooming List** and **Statement of Account** as supporting documents for payment.
* Should the actual number of participants exceed the guaranteed number, the excess shall be charged the same rate with the quoted price per pax.
 |  |
|  | 1. **Service Quality is very satisfactory**
 |  |

I hereby commit to comply with all the above requirements.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Company/Bidder

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bidder’s Signature over Printed Name

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

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**Annex B**

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# Price Quotation Sheet

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

**The Bids and Awards Commitee**

DSWD-Field Office VII

M.J. Cuenco Ave., Cebu City

Madam:

After having carefully read and accepted the terms and conditions in your Bidding Documents, hereunder is our bid for the Lease of Venue for the said activity,viz:

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Quantity** | **Unit Price** | **Total Price** |
| * Board and Lodging (full-board) of participants with function room amenities for one (1) day
 | 33 Pax |  |  |

**TOTAL BID PRICE**…………………………………………………….P \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(Amount in Words)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Note: The above quoted prices are inclusive of VAT and Service Charge**

Very truly yours,

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 Name of Company / Bidder

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name/Signature of Authorized Representative

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