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**FIELD OFFICE VII**

**REQUEST FOR QUOTATION**

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| Date Published: **October 28, 2016** |  | RFQ No.: **DSWD7-16-778** |

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 for the activity stated below, in accordance with Section 53.10 of the Implementing Rules and Regulations of Republic Act 9184, to wit:

|  |  |
| --- | --- |
| Title of Activity | **1. Regional ABSNET Meeting for 4th Quarter** |
| Brief Description | **1. Catering services with venue inclusive of venue rental (*See Annexes A & B for the details and specifications*)** |
| Approved Budget for the Contract (ABC) | **Forty Thousand Five Hundred Pesos (₱40,500.00) inclusive of applicable tax and service charge** |
| End-user | **NIR** |

Interested bidders are required to submit true copies of their valid **Mayor’s Permit** and **PhilGEPS Registration Certificate** and the duly accomplished **Annex A** (***Technical Specifications*)** and **Annex B** (***Price Quotation Sheet*)** hereto attached. **Total Bid price shall be within the ABC**. **Deadline for submission of quotation is on or before November 04, 2016, 5:00 PM.**

Pursuant to Section 7.3 of the **Implementing Guidelines for Lease of Privately-Owned Real Estate and Venue**, the bid of the **Lessor** with the **Lowest Calculated Bid (LCB)** shall be rated in accordance with the **Technical Specifications** indicated on **Annex A**. A **responsive bid** shall obtain a **passing rate of 90%.**

**Participating bidder/s shall ensure they can deliver the service if awarded the contract.**

For inquiries, you may contact **James Phillip Padillo** at Telephone No. (032) 233-8785; 232-9505; 232-9507; 232-9509; 412-9908; local 127 or through e-mail address, bacsec.fo7@gmail.com.

Very truly yours,



JOSEPHINE C. BELOTINDOS

BAC Chairperson

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I am interested to bid and agree to the terms and conditions.

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

Bidder’s Signature over Printed Name

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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”.

|  |  |  |
| --- | --- | --- |
| **Item** | **Specification** | **Statement of Compliance** |
| **1.** | **Availability:**1. **Regional ABSNET Meeting for 4th Quarter on December 2, 2016 (catering services with venue)**

 **(See specifications below for December 2, 2016 activity)** |  |
| **2.** | **Location:*** **Within Negros Oriental**
 |  |
| **3.** | **Neighborhood Data*** The venue must not offer short-term lodging services and not adjacent to casinos, night clubs, bar shows and funeral facilities.
 |  |
| **4.** | **Amenities** |  |
|  | 1. ***Conference Room***
* One (1) function room (7:00AM-7:00PM) that can accommodate the indicated number of pax with no middle obstructing post/object with wide space enough for structured learning activities such as dancing, exercise, workshop, gallery walk, small groupings, etc.
 |  |
|  | 1. ***Space Requirements:***
* World café type
* Registration/working table for secretariat, small table near the projector for resource person
 |  |
|  | 1. ***Light, Ventilation and Air-conditioning***
* Proper light ventilation and air-conditioning
 |  |
|  | 1. ***Audio Visual Requirements:***
* PA system with at least 3 microphones, LCD projector, laptop with basic application on Word, Excel, Power Point, screen projector, on-call operator
 |  |

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| --- | --- | --- |
|  | 1. ***Other Requirements:***
* WIFI connection in the function room for the downloading, playing of presentation materials and videos required of the training
* Welcome streamers/lobby posting
* No electrical charge for the use of own equipment
* Whiteboard, extension cord
* On call medical personnel in case of emergency, stand-by waiters, transport for the secretariat/Resource Person from DSWD to venue (1st day) and vice versa (last DAY)
 |  |
| **5.** | **Catering Services: 1 meal (lunch) and 2 snacks (AM & PM)*** Lunch comprising rice, 3 main courses, bottled juice or water and dessert) and PM snacks with choices of burger, sandwich, pasta or native delicacies with juice
 |  |

I hereby commit to comply with all the above requirements.

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

Name of Company/Bidder

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

Bidder’s Signature over Printed Name

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

Canvasser: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Annex B**

RFQ No.: **DSWD7-16-778**

# Price Quotation Sheet

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

**The Bids and Awards Committee**

DSWD-Field Office VII

M.J. Cuenco Ave., Cebu City

Madam:

After having carefully read and accepted the terms and conditions in your Request for Quotation, hereunder is our bid for the services:

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Quantity** | **Unit Price** | **Total Price** |
| 1. . Regional ABSNET Meeting for the 4th Quarter on December 2, 2016:Live-out with 1 meal (lunch) and 2 snacks (AM & PM)* Provision of venue within Negros Oriental
 | 110 pax |  |  |

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

**(Amount in Words) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Note: The above quoted prices are inclusive of VAT and service charge. Bid validity is 120 calendar days.**

Very truly yours,

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 Name of Company / Bidder

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

Name/Signature of Authorized Representative

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