

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
KALAHI-CIDSS NATIONAL COMMUNITY DRIVEN DEVELOPMENT PROJECT

Field Office VII  
MJ Cuenco Avenue, Cebu City  
Telephone No. 233-0261

REQUEST FOR QUOTATION OF GOODS

Date of Request: **November 3, 2021**

RFQ No. **KC-NCDDP-AF7-2021-0508**

Company name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Contact Number: \_\_\_\_\_

Sir/Madam: \_\_\_\_\_

1. The National Community Driven Development Project (NCDDP) hereby requests you to submit price quotations for the following items in Annex A:

To assist you in the preparation of your price quotation, we enclose the necessary technical specifications and required quantities.

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 providers 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 service facilities in the Philippines.

4. The deadline for receipt of your quotation (s) by the KC-NCDDP at the address indicated in the Paragraph 6 is:  
**November 8, 2021, 10AM.**

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 **Training Venue** to be delivered within **Siquijor Province**.

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 and 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 the Offer:** Your quotation(s) should be valid for a period of sixty (60) calendar days from the deadline for receipt of quotation(s) indicated in the paragraph 4 of this Request for Quotation.

vi. If the **supplier/service provider** withdraw your 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 delivery or perform the services under the contract/PO within **30 days** (after signing of the 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: **DSWD Field Office VII- Kalahi CIDSS Office**  
**M.J. Cuenco Ave. cor. Gen. Maxilom Ave., Cebu City**

Telephone : **(032) 233-8785; 233-0261 loc. 126**

E-mail Address : [kalahiproc123@gmail.com](mailto:kalahiproc123@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).

Sincerely yours,

  
**ROSARIO P. BACONG**

Head, Procurement & Supply and Asset & Property  
Contact #: (032) 233-8785; 233-0261 loc. 126

\_\_\_\_\_  
(Signature over printed name)  
Supplier



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
Field Office VII  
Corner M.J. Cuenco and Gen. Maxilom Ave., Cebu City

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RFQ No.: KC-NCDDP-AF7-2021-0508  
Date: November 3, 2021

Name of Company : \_\_\_\_\_  
Company Address : \_\_\_\_\_  
TAX ID No. : \_\_\_\_\_  
Contact Person : \_\_\_\_\_  
Contact Number : \_\_\_\_\_

ITEMS DESCRIPTION	Quantity	OFFER					REMARKS
		PRICE			Compliance with Technical Specifications (Pls. Check)		
		QTY	Unit Price	Total Price	Yes	No	
Accommodation and Meals					( )	( )	
Training Title: <b>PROVINCIAL FIDUCIARY REVIEW AND LIQUIDATION WORKSHOP</b>					( )	( )	
<b>November 18, 2021</b> FULLBOARD LIVE-IN (3 Meals & 2 Snacks)	<b>25 pax</b>				( )	( )	
<b>November 19, 2021</b> LIVE-OUT (3 Meals & 2 Snacks)	<b>25 pax</b>				( )	( )	
<b>Venue: Within Siquijor Province</b>					( )	( )	
<b>Details:</b> Meals (Breakfast, Lunch & Dinner), AM Snack & PM Snack *First provision is breakfast and last provision is dinner.  <b>Breakfast, Lunch, and Dinner:</b> Rice, Soup, 3 main dishes (vegetable, fish, chicken and pork/beef), dessert (preferably fruits) and natural juices  <b>AM and PM Snacks:</b> Variation of pasta, bread, native snacks and natural/local juice such as calamansi, buko, etc.  <b>Others:</b> Flowing Coffee/ Purified Drinking Water  <b>Should be served as individual pack meals</b>  <b>To be served without pork packed meal and snacks for 3 persons</b>  <b>No serving on cream dowry fish</b>					( )	( )	
<b>Requirement/Inclusions:</b> <b>§ Conference Room Requirement:</b> Use of two (1) Function Room (7AM- 8PM as the maximum) that can accommodate double the indicated number of pax. No middle obstructing post/object per function/ conference room. No changing of assigned function room during the duration of the activity. Elevator must be available on the floor where the function room is located.					( )	( )	

ITEMS DESCRIPTION	Quantity	OFFER					REMARKS
		PRICE			Compliance with Technical Specifications (Pls. Check)		
		QTY	Unit Price	Total Price	Yes	No	
<p>Conference room must have an excellent internet connection for the entire duration of activity to accommodate other online participants</p> <p>Banquet tables that can accommodate ten (10) guests must accommodate only five (5) guests. Tables shall be arranged such that the distance from the back of one chair to the back of another chair shall be more than 1 meter apart and the guests face each other from a distance of at least 1 meter. (RA 9593 or the Tourism Act of 2009)</p>					( )	( )	
<p>▪ <b>Room Requirement:</b> Double room accommodation. A distance of 1 to 2 meters between the beds is highly required. Additional bed has to be in level with others and should not only be a mattress in the floor. There has to be enough space to move within the room. With free drinking water per request inside the room or with water refill station accessible in the lobby to nearby rooms. Room for the secretariat and Resource Persons must be with WIFI connection.</p> <p>Sanitation kit shall be provided for each guest which may include 70% solution alcohol or alcohol-based sanitizers, disinfectant sprays, face masks, disposable gloves, and rags together with bathroom amenities.</p> <p>Trash bins must be provided inside the guest room. A separate trash bag or bin intended for used PPE such as face mask, gloves and other sanitation waste materials must be provided.</p>					( )	( )	
<p>▪ <b>Space Requirement:</b> Conference Type/ World Cafe Arrangement. With a maximum of 50% operational capacity.</p> <p>Provision of 1 table for the registration/working table for secretariat and for the laptop/projector. With ample space for workshops or activities like group role playing and other structured learning activities. With elevated platform and lectern.</p>					( )	( )	



ITEMS DESCRIPTION	Quantity	OFFER					REMARKS
		PRICE			Compliance with Technical Specifications (Pls. Check)		
		QTY	Unit Price	Total Price	Yes	No	
<p>▪ <b>Audio Visual Requirement:</b> Use of 2 LCD projector screen and 1 laptop for presentation per function/ conference room. Complete functional Audio Visual Equipment with at least 3 microphones, preferably wireless. There has to be standby operator to assist in the AV needs. Audio Visual must be set up at least 2 hours before the activity. No electrical charge for the use of own equipment. Available WIFI connection in the function room for the downloading, playing of presentation materials and videos required for the training.</p>					( )	( )	
<p>▪ <b>Other Requirement:</b>            There must be an on call medical personnel. Safe and accessible parking space available Within the vicinity for vehicles. The hotel should be able to provide certificate of Authority to Operate by DOT. Guests must be provided with a Health Declaration Form upon check in.             There should be a 70% solution alcohol, alcohol-based hand sanitizers and tissue paper / paper towel available at comfort rooms and on the conference room. (RA 9593 or the Tourism Act of 2009)  <input type="checkbox"/> There must be a signage/poster that states zero tolerance for Human Trafficking.  <input type="checkbox"/> Venue must be a smoke free zone in compliance to RA9211 (Tobacco Regulation Act of 2003)  <input type="checkbox"/> Hotel must provide SOA and menu on the last day of the activity. Payment is within 30 days after receipt of complete and correct set of supporting documents.</p>					( )	( )	
<p>Note: The renting facility must not offer short-term lodging services (e.g. Motels); must not be situated beside or within or across gambling establishments or casinos and others that may touch in cultural sensitivity like mortuaries or morgues and the like.</p>					( )	( )	
<b>Note: Please don't forget to check the Compliance with Technical Specifications.</b>							
<b>Approved Budget for the Contract: Php 70,000.00</b>							
Charge to: KC-NCDDP-AF Funds							
End-User: KC-NCDDP-AF							

PURPOSE : To Conduct Provincial Fiduciary Review and Liquidation Workshop

PR No.: KC-NCDDP-AF7-2021-0508

**IMPORTANT :** The winning bidder **MUST SIGN** the original copy of Purchase Order (P.O.) or Letter Order (L.O.) within three (3) days from the date of receipt. **FAILURE** to sign the original P.O. / L.O. means that the bidder is not interested and will be a ground for suspension or blacklisting in DSWD's future biddings.

  
**CRISMARIE S. EROJO**

(Signature over printed name)  
 Canvasser

Contact #: (+63) 936-525-3891

(Signature over printed name)  
 Supplier