

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
KALAHI-CIDSS NATIONAL COMMUNITY DRIVEN DEVELOPMENT PROJECT
Field Office VII
MJ Cuenco Avenue, Cebu City
Telephone No. (032) 233-8785; 233-0261; 231-2172 local 17126

**REQUEST FOR QUOTATION OF GOODS
SHOPPING**

Date of Request: **March 6, 2023**

RFQ No. **2023-0002 KC-AF7**

Company name: _____
Address: _____
Contact Person: _____
Contact Number: _____

Sir/Madam: _____

1. The National Community Driven Development Project - Additional Financing (NCDDP-AF) 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-AF at the address indicated in the Paragraph 6 is:
March 13, 2023, 1:00PM.

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 **Accommodation, Food, and Venue** to be delivered **within Panglao Island**.

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-AF 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-canvas.

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; 231-2172 local 17126**

E-mail Address : **kalahiaf7.procurement23@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,


ENGR. EMMANUEL M. EDLES

Head, Procurement & Supply and Asset & Property

Contact #: **(032) 233-8785; 233-0261; 231-2172 local 17126**

(Signature over printed name)

Supplier

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Annex A

RFQ No. 2023-0002 KC-AF7
Date: March 6, 2023

Company Name : _____
Company Address : _____
TAX ID No.: _____
Contact Person : _____
Contact No. : _____

Item No.	Qty	Unit	Purchaser's Specifications	Supplier/Service Provider's Specifications (Please write the detailed specifications in the space provided)	Unit Cost	Total Cost
			Provision of Accommodation, Food and Venue			
			Title of Activity: National Liquidation and Planning Workshop cum National Financial Management System Migration			
	119	pax	Availability: Day 1: March 27, 2023 LIVE-IN (Lunch as the first provision and Dinner as last provision)			
	119	pax	Day 2-4: March 28-30, 2023 FULL BOARD (Breakfast as the first provision and Dinner as last provision) Day 2: Class 1 - 40 pax ; Class 2 - 79 pax Day 3: Class 1 - 20 pax ; Class 2 - 34 pax ; Class 3 - 65 pax Day 4: Morning (Class 1 - 40 pax ; Class 2 - 79 pax) Afternoon - Plenary 119 pax			
	119	pax	Day 5: March 31, 2023 Live-out (Breakfast as the first provision and AM Snacks as last provision)			
	22	pax	Day 5: March 31, 2023 FULL BOARD (Breakfast as the first provision and Dinner as last provision)			
			Venue: Within Panglao island, Bohol			
			Neighborhood Data: The renting facility must not offer short-term lodging services (e.g. Motels); must not be situated within, beside or across gambling establishments or casinos and others that may touch on cultural sensitivity like mortuaries or morgues and the like.			
			Amenities: Conference Room Requirement: Use of one (1) Function Room (6AM-9PM as the maximum) that can accommodate double the number of pax indicated with no middle/side obstructing post/object with wide space for workshop activities. Day 1: 1 Plenary Function room 119 pax Day 2: 2 breakout Function rooms - 40 / 79 pax Day 3: 3 breakout Function rooms - 20/ 34/ 65 pax Day 4 Morning: 2 breakout Function rooms - 40 / 79 pax Day 4 Afternoon: 1 Plenary Function room- 119 pax Day 5: 1 Plenary Function room- 119 pax			
			Venue must have a high ceiling. No changing of assigned function room during the whole duration of the activity.			
			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 under (RA 9593 or the Tourism Act of 2009).			
			Availability of separate comfort rooms for Male & Female within or near the conference room.			
			Space Requirement: Conference type arrangement. With a maximum of 50%* operational capacity. Provision of 2 tables 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. *subject to change : Compliant to the existing IATF restriction guidelines.			
			Lighting system of Conference room: Must have enough white light bulbs and not yellow/dim bulbs to ensure good vision of participants for the entire session.			

Item No.	Qty	Unit	Purchaser's Specifications	Supplier/Service Provider's Specifications (Please write the detailed specifications in the space provided)	Unit Cost	Total Cost
			<p>Room requirement: Double sharing with separate bed for each pax that a distance of 1 to 2 meters between the beds is highly required. Preferably assigned rooms must be in the same floor of the function room or is accessible with an elevator for rooms located higher than 3rd floor in consideration with pax who may be Senior Citizen or PWD. There must be a free provision of bottled water and basic toiletries like soap & shampoo. TV and cabinet must be readily available in each room with enough hangers. Room for the secretariat and Resource Persons must be with WIFI connection.</p> <p>Audio Visual Requirement: Use of 2 LCD projectors and screen in good condition for plenary presentation. Complete functional Audio Visual (surround sound system) with at least 3 wireless microphones and 2 with wire. There has to be a standby operator to assist in the AV needs. Audio Visual must be set up at least 3 hours before the activity. Availability of whiteboard, extension cords, and Philippine Flag. No electrical charge for the use of own equipment.</p>			
			<p>WIFI Connection: Available of strong WIFI connection in the function room for the downloading, playing of presentation materials and videos required for the training. (to consult IT Team for the standard) -- atleast 20 mbps for 50 pax; inclusion of LAN Connection as back-up for training team.</p> <p>Other Requirements: Provision of Backdrop or digital lobby posting. Transportation for the secretariat from DSWD Field office to the venue in bringing supplies and equipment's on the 1st day and last day of the activity. There has to be enough number of stand-by waiters to assist the participants. There has to be an on call medical personnel and available over-the-counter medicines.</p> <p>The hotel should be able to provide a certificate of Authority to Operate by DOT safety sealed certificate (must be attached for TWG)</p> <p>Guests must be provided with a Health Declaration Form upon check in and sanitation kit shall be provided for each guest which may include 70% solution alcohol or alcohol-based sanitizers and face masks together with bathroom amenities (RA 9593 or the Tourism Act of 2009)</p> <p>Hotel must be a smoke-free zone in compliance with RA 9211 with a No Smoking Poster visible at the lobby or front desk. There should also be a No Human Trafficking Poster.</p> <p>Hotel must provide SOA and menu on the last day of the activity. Payment is within 30 days after receipt of complete set of supporting documents.</p>			

Item No.	Qty	Unit	Purchaser's Specifications	Supplier/Service Provider's Specifications (Please write the detailed specifications in the space provided)	Unit Cost	Total Cost
			<p>Details: Buffet Breakfast, Buffet Lunch, Buffet Dinner, AM snacks and PM snacks</p> <p>Menu:</p> <p>Breakfast: Rice, Soup, 3 main courses (choices of chicken, beef, pork or fish), 1 dessert (preferably fruits), Drinks (Choices of Fresh juice, coffee or hot chocolate)</p> <p>Lunch/Dinner: Appetizer, Rice, Soup, Vegetables, 3 main dishes (choices of chicken, beef, pork or fish) Dessert (choice of fresh fruits, fruit salad or pastries like cake) and natural juices</p> <p>AM/PM Snacks: Variation of pasta, bread, pastries, burgers, pizza, native snacks and natural/local juice (like Lemon grass, Orange, Calamansi, Buko, Watermelon or Cucumber, etc.) Unlimited supply of Coffee and Purified/mineral Drinking Water Strictly NO serving of cream dory fish, powder juice and soft drinks</p> <p>Others: Service Provider shall attach menu for the inclusive dates upon the submission of RFQ.</p>			
XXXX page 1 of 1 XXXX						
Charge to: KC-AF						
End User: KC						

PURPOSE : Provision of Accommodation, food, and venue for the participants of the said activities.
PR No. 2023-0002 KC-AF7

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 #: 0936-525-3891

 (Signature over printed name)

Supplier