

REQUEST FOR QUOTATION

NP- LEASE OF VENUE

 Date Published : **June 6, 2022**

 RFQ No.: **DSWD7-2022-0764A**

Name of Company/Bidder : _____

Address : _____

Contact Person : _____

Contact Nos. : _____ TIN: _____

PhilGEPS Registration No. : _____

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	Training on DROM Process for Group 2 ACTs (G2P1) within Tagbilaran City and Panglao Islands
Brief Description	Provision of Board and Lodging, Catering and Venue for the activity. (See Annexes A & B for the details and specifications)
Approved Budget for the Contract (ABC)	Eight Hundred Forty Thousand Four Hundred Pesos (P840,400.00) inclusive of applicable tax and service charge
End-user	KC-NCDDP-AF

Interested bidders are going to accomplish this form including the attached **Annex A (Technical Specifications) and Annex B (Price Quotation Sheet)**. Further, interested bidders are required to submit true copies of their valid **Mayor's/Business Permit, PhilGEPS Registration Number and Income Tax Return** upon submission of quotation/s as stated in Appendix A of Annex H of the 2016 revised IRR of RA 9184 if declared as the Single or Lowest Calculated and Responsive Quotation (S/LCRQ). Total Bid price shall be within the ABC. Deadline for submission of quotation is on or before **June 7, 2022 at 5:00PM.**

Pursuant to Annex H of the 2016 Revised IRR of RA 9184, Consolidated Guidelines for the Alternative Methods of Procurement for the Lease of Real Property and Venue, the quote of the **Lessor** with S/LCRQ shall be rated in accordance with the **Technical Specifications** indicated on **Annex A**. A responsive bid shall obtain a **passing rate of at least 90%**.

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

For inquiries, you may contact **CRISMARIE S. EROJO** at Cellphone no. **09365253891** or through e-mail address, kc.af7.procurement@gmail.com

Very truly yours,


ROSARIO P. BACONG
 AO V / Head, Procurement Management Section


CRISMARIE S. EROJO
 Canvasser

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

 Bidder's / Authorized Representative's Signature over Printed Name

Technical Specifications

Bidders must state either “Comply” or “Not Comply” in each of the individual parameters of each Specification stating the corresponding performance parameter of the item offered. **Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid such as name of function room and cross-referenced to that evidence or may copy the specification stated in verbatim if applicable. A statement of “Comply” or “Not Comply” that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection.**

Item	Specification	Statement of Compliance
1.	Availability: Batch 1 Day 1-2: June 15-16, 2022 FULLBOARD (Class 1: 50 pax and Class 2: 49pax) (Breakfast as the first provision and Dinner as last provision)	
	Batch 1 Day 3: June 17, 2022 LIVE-OUT (Class 1: 50 pax and Class 2: 49pax) (Breakfast as the first provision and PM Snacks as the last provision)	
	Batch 2 Day 1-2: June 22-23, 2022 FULLBOARD (Class 1: 46 pax and Class 2: 46pax) (Breakfast as the first provision and Dinner as last provision)	
	Batch 2 Day 3: June 24, 2022 LIVE-OUT (Class 1: 46 pax and Class 2: 46pax) (Breakfast as the first provision and PM Snacks as the last provision)	
2.	Location: Within Tagbilaran City and Panglao Islands	
3.	Neighborhood Data Renting facility must not offer short-term lodging services (e.g. motels); must not be situated beside or across gambling establishments or casinos and others that may touch in cultural sensitivity like mortuaries or morgues and the like.	
4.	Amenities Conference Room Requirement: Use of one (1) Function Room (7AM- 7PM 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. 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. (Pls. specify name of function or function number in the “statement of compliance” column.)	
	Space Requirements: World Cafe Arrangement. With a maximum of 50% operational capacity and 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. *subject to change: Complaint 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 visual of participants for the entire session. 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 from rooms located higher than 3rd floor in	

	<p>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 (add Wi-Fi for participants)</p> <p>Audio Visual Requirement: Use of 1 LCD projector in good condition for 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 up at least 1 hour before the activity.</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>	
5	<p>Other Requirements: Provision of backdrop and digital lobby posting. Transportation for the secretariat from DSWD Field Office to the venue in bringing supplies and equipment 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 on-call medical personnel and available over-the-counter medicines. The hotel should be able to provide a certificate of Authority to Operate by DOT. Safety sealed certificate (must 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 Tourism Act of 2009). 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 be a No Human Trafficking Poster</p> <p><i>Hotel must provide Statement of Account, and Menu on the last day of the activity. Payment is within 30 days after receipt of the complete set of supporting documents.</i></p>	
6	<p>Menu:</p> <p>Breakfast: Rice, Soup, 3 Main Courses (choices of chicken, beef, fish, 1 Dessert (preferably fruits), Drinks (Coffee or hot chocolate)</p> <p>Lunch / Dinner: Appetizer, Rice, Soup, 3 Main Dishes (vegetable, pork, fish, chicken and beef) Dessert (choice of fresh fruits, fruit salad or pastries like cake) and natural fruit juices</p> <p>AM / PM Snacks: Variation of Pasta, bread pastries, burgers, pizza, native snacks and natural/local juice (like Lemon grass, calamansi, Buko, Watermelon or Cucumber, etc Unlimited supply of Coffee and Purified/mineral Drinking Water. Strictly NO serving of CREAMDORY FISH, POWDER JUICE and SOFTDRINKS.</p> <p>Service Provider shall attach menu for the inclusive dates upon the submission of RFQ.</p>	

I hereby commit to comply with all the above requirements.

Name of Company/Bidder

Bidder's / Authorized Representative's Signature over Printed Name

Price Quotation Sheet

The Bids and Awards Committee
 DSWD-Field Office VII
 M.J. Cuenco Ave., Cebu City

Sir/Madam:

After having carefully read and accepted the terms and conditions in your Request for Quotation, hereunder is our bid for **Provision of Board and Lodging, Catering and Venue for the activity:**

Item	Qty.	Unit Price	Total Price
Training on DROM Process for Group 2 ACTs (G2P1) within Tagbilaran City and Panglao Islands			
Batch 1 Day 1-2: June 15-16, 2022 FULLBOARD (Class 1: 50 pax and Class 2: 49pax) (Breakfast as the first provision and Dinner as last provision) Php1,800.00/pax	99	pax/day	
Batch 1 Day 3: June 17, 2022 LIVE-OUT (Class 1: 50 pax and Class 2: 49pax) (Breakfast as the first provision and PM Snacks on the last day as last provision) Php800.00/pax	99	pax/day	
Batch 2 Day 1-2: June 22-23, 2022 FULLBOARD (Class 1: 46 pax and Class 2: 46pax) (Breakfast as the first provision and Dinner as last provision) Php1,800.00/pax	92	pax/day	
Batch 2 Day 3: June 24, 2022 LIVE-OUT (Class 1: 46 pax and Class 2: 46pax) (Breakfast as the first provision and PM Snacks on the last day as last provision) Php800.00/pax	92	pax/day	
Details: Breakfast, Lunch, & Dinner and AM & PM Snacks (Should be served in guided buffet)			
Total			

TOTAL BID PRICE.....Php _____

(Amount in Words) _____:

Note: The above quoted prices are inclusive of VAT and service charge.

Very truly yours,

 Name of Company/Bidder

 Bidder's / Authorized Representative's Signature over Printed Name