

RUSH

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Batasan Pambansa Complex, Constitution Hills, Quezon City
Tel.Nos. 951-9749, 952-0697 Local: 513-515 Tel.Fax: 951-7116

Litran

REQUEST FOR QUOTATION OF GOODS

Date of Request: September 25, 2017

RFQ No. 17-1310 KC-NCDDP
Shopping

Company name: _____
Address: _____
Contact Person: _____
Contact Number: _____
Company TIN : _____
Philgeps No.: _____

Sir/Madam:

1. The National Community Driven Development Program (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 provider(s) 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 Paragraph 6 is: -
on September 27, 2017 at 12:00 pm.
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 the supply and Delivery of various item (Pls. refer to Annex A)
 - 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.

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Annex A

RUSH

RFQ No. **17-1310** KC-NCDDP
 Date: September 25, 2017 Shopping

Company Name : _____
 Company Address : _____
 Contact Person : _____
 Contact No. : _____
 Company TIN: _____
 Philgeps Reg. No. _____

Lot No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications <small>Please write the detailed specifications in the space provided (Indicate brand, model and country of origin)</small>	Unit Cost	Total Cost
			Board and Lodging for the conduct of Writeshop on Expanded Community Empowerment Activity Cycle (CEAC) Roadmap			
			Preferred Venue : Metro Manila			
			Room Sharing : Triple/Quad Sharing with separate bed/ pax			
	22	pax	Check-in Date and Time : October 5, 2017 at 2:00 NN			
	22	pax	Check-out Date and Time : October 7, 2017 at 12:00 NN			
	22	pax	Check-in Date and Time : October 12, 2017 at 2:00 NN			
	22	pax	Check-out Date and Time : October 14, 2017 at 12:00 NN			
			Schedule of Servicing :			
			October 5 & 12, 2017 :AM Snack, Lunch, PM Snack and Dinner			
			October 6 & 13,2017 : Full Meals			
			October 7 & 14, 2017: Breakfast			
1			Type of Servicing :			
			Plated : AM/PM Snack with cold beverage drink			
			Manage Buffet : Breakfast, Lunch and Dinner (minimum of three (3) viands fish, beef, chicken and vegetables) with soup,desert / fruits and cold beverage drink.			
			Inclusions:			
			- Fully airconditioned room with television set and complete toiletries			
			- Fully airconditioned function room that can accommodate the 40 pax			
			- Free use of whiteboards, eraser, extension wires and cords for laptops and LCD Projector.			
			- Free strong WIFI Connections			
			- Good quality sound system with microphones with at least 3 pcs with standby audio technician.			

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PURPOSE: For the conduct of Orientation-Workshop on KALAHI CIDSS-NCDDP Administrative Processess.

PR NO: 2017092725

IMPORTANT : The winning bidder **MUST SIGN** the original copy of Purchase Order (P.O.) at DSWD-Central Office, Procurement and Supply Division within three (3) days from the date advance copy was served thru fax. **FAILURE** to show up and sign the original P.O. means that the bidder is not interested and will be ground for suspension/blacklisting in DSWDs future biddings.

CHG
 MICHELLE C. OXINA
 Procurement Officer
 Tel No. 951-7116
 Fax No. 931-6139

 (Signature over printed name)
 Supplier

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Annex A

RFQ No. **17-1310** KC-NCDDP

Date: September 25, 2017 Shopping

Company Name : _____
 Company Address : _____
 Contact Person : _____
 Contact No. : _____
 Company TIN: _____
 PhilGEPS Reg. No. _____

Item No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications (Please write the detailed specifications in the space provided (Indicate brand, model and country of origin))	Unit Cost	Total Cost
			<i>Continuation:</i>			
			- Complimentary of pens and pads with registration table			
			- Hotels should not be offering short term lodging associated with motels			
			- Hotels should not be situated across or beside gambling establishment, casinos and not near funeral parlor.			
			Rating Factors			
			1. Prevailing Rental Rate (covering all the requirement stated cost benefit analysis)	25%		
			2. Functionality (space, light and ventilation)	25%		
			3. Facilities and Amenities (free wifi and other amenities)	20%		
			4. Security	20%		
			5. Cleanliness and Maintenance	10%		
			Passing rate : at least 90%			

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 (Signature over printed name)
 Supplier