

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

REQUEST FOR QUOTATION OF GOODS

Date of Request: November 6, 2017

RFQ No. 17-1557 **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 November 16, 2017 at 3:00pm.**
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 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.

- 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 forty five (45) calendar days from the deadline for receipt of quotation(s) indicated in paragraph 4 of this Request for Quotation.
- vi. If the **supplier/service provider** withdraw the 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.
  - **Terms of Payment: Fifteen (15) to Thirty (30) Calendar Days upon completion supporting documents.**
- vii. If the **supplier/service provider** does not start the delivery or perform the services under the contract/PO within 15 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, penalty of **one percent (1%)** of the undelivered cost for every day of delay shall be imposed.

6. Further information can be obtained from: Michelle C. Oxina

Telephone : 9316139 or 931-8101 to 07 local 122-124

Fax : 951-71-16

E-mail Address : bacsec@dswd.gov.ph **Quotations submitted to different fax number(s) or email address(es) as stated above shall not be considered for evaluation.**

Address : DSWD Central-Office, Procurement Office, IBP Road, Constitution Hills, Quezon City

7. Please confirm by fax or e-mail the receipt of this request and whether or not you will submit the price quotation(s)

Sincerely,



**MICHELLE C. OXINA**

Procurement Officer

Tel No. 951-7116 / Fax No. 931-61-39

Noted by:



**KARINA ANTONETTE A. AGUDO**

OIC-Chief, Procurement Planning & Mgt. Division



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

RFQ No. **17-1557** KC-NCDDP

Date: November 3, 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
			<b>Board and Lodging for the conduct of Learning Forum on Community and Program Procurement (Batch 2)</b>			
			Preferred Venue : Metro Manila			
			Room Sharing : Triple/Quad Sharing with separate bed/ pax			
	41	pax	Check-in Date and Time : December 11, 2017 at 2:00 pm			
	41	pax	Check-out Date and Time : December 16, 2017 at 12:00 nm			
	20	pax	Check-in Date and Time : December 13, 2017 at 2:00 pm			
	20	pax	Check-out Date and Time : December 16, 2017 at 12:00 nm			
	2	pax	Check-in Date and Time : December 11, 2017 at 2:00 pm			
	2	pax	Check-out Date and Time : December 13, 2017 at 12:00 nm			
	6	pax	Check-in Date and Time : December 13, 2017 at 2:00 pm			
	6	pax	Check-out Date and Time : December 14, 2017 at 12:00 nm			
			<b>Schedule of Serving :</b>			
			December 11, 2017 : AM Snack, Lunch, PM Snack and Dinner (43pax)			
			December 12, 2017 : Full meal (43pax)			
			December 13, 2017 : Breakfast (43 pax)			
			December 13, 2017 : AM Snack, Lunch PM Snack and Dinner (62 pax)			
			December 14, 2017 : Breakfast (62 pax)			
			December 14, 2017 : AM Snack , Lunch PM Snack and Dinner (66 pax)			
			December 15, 2017 : Full meal (63pax)			
			December 16, 2017 : Full meal (50pax)			
			<b>Type of Serving :</b>			
			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.			
			<b>Inclusions:</b>			
			- Fully airconditioned room with television set and complete toiletries			
			- Fully airconditioned function room that can accommodate the 70 pax			
			- Free use of whiteboards, eraser, extension wires and cords for laptops and LCD Projector.			

PURPOSE : For the conduct of Learning Forum on Community and Program Procurement

PR NO : 2017103420

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.

MICHELLE C. OXINA  
 Procurement Officer  
 Tel No. 9318101 local 122-124  
 Fax No. 951-7116

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

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Annex A

RFQ No. **17-1557** KC-NCDDP

Date: November 3, 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> - Good quality sound system with microphones with at least 3 pcs with standby audio technician. - Complimentary of break out room good for 60 pax - Complimentary of one (1) secretariat room (triple/Quad sharing) - Complimentary of backdrop tarpaulin in the function room - Free strong WIFI Connections - Complimentary of pens and pads with registration table - Hotels should not be offering short term lodging associated with motels - Fully airconditioned function room that can accommodate the 70 pax			
<b>Rating Factors</b>						
			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		15%	
			5. Cleanliness and Maintenance		15%	
			Passing rate : atleast 90%			

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