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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: February 28, 2018

RFQ No. **18-0134** **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: - **March 5, 2018 at 3:00 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.

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 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 : quotations@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. 931-61-39 / Fax No. 951-71-16

Noted by:



ESTER R. EGAMINO
OIC, PMS-PPMD

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Annex A

RFQ No. **18-0134** KC-NCDDP

Date: February 28, 2018 Shopping

Company Name : _____
 Company Address : _____
 Contact Person : _____
 Contact No. : _____
 Company TIN: _____
 Privileges 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 National Liquidation Workshop cum Conference Workshop on CO and FO Financial Report Preparation and Reconciliation			
			Preferred Venue : Metro Manila			
			Date: March 12-17, 2018			
			Triple/Quad-sharing in separate beds			
	65	pax	Check-in Date and Time : March 12, 2018 2:00 pm			
	65	pax	Check-out Date and Time : March 17, 2018 12:00 nm			
			Schedule of Serving:			
			March 12, 2018 : Lunch, PM Snack and Dinner			
			March 13-16, 2018 : Full Meals			
			March 17, 2018 : Breakfast and AM Snack			
			Type of Menu: Filipino, ensure meal appropriate for participants especially from Mindanao Region			
			Type of Serving : Manage Buffet for Breakfast, Lunch and Dinner (minimum of 3 viands beef, fish, chicken and vegetables) with soup, dessert, fruits and cold beverage drink. (NO Pork, with Muslim and Seventh Day Adventist participants)			
			Note: Service provider should submit menu for approval of the end-user			

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PURPOSE: **Board and Lodging for the conduct of National Liquidation Workshop cum Conference Workshop on CO and FO Financial Report Preparation and Reconciliation**
 PR NO: **2018020243**

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/blocklisting 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

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

RFQ No. **18-0134**
 Date: February 28, 2018

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 Co
			<p><i>Continuation:</i></p> <p>Inclusions:</p> <p>Fully air-conditioned bedrooms with television set and complete toiletries</p> <p>Fully air-conditioned function rooms that can accommodate 80 pax</p> <p>Free use of whiteboards, eraser, extension wires and cords for laptops and LCD Projector.</p> <p>Good quality sound system with microphones atleast 3 pcs with standby audio technician.</p> <p>Complimentary of backdrop/ tarpaulin in the function room</p> <p>Complimentary room (1) for the secretariat</p> <p>Complimentary break-out rooms (2)</p> <p>Free flowing coffee/tea and candies during session</p> <p>Free strong WIFI Connections</p> <p>Complimentary of pens and pads with registration table</p> <p>Hotels should not be offering short term lodging associated with motels and hotels should not be situated across or beside gambling establishment or casinos.</p>		
1			<p>Rating Factors</p> <p>1. Prevailing Rental Rate (covering all the requirements) 30%</p> <p>2. Plenary room that can accommodate 80 pax and has at least 2 break-out rooms 30%</p> <p>3. Functionality (space, light and ventilation) 10%</p> <p>3. Facilities and Amenities (free wifi and other amenities) 10%</p> <p>4. Security 10%</p> <p>5. Cleanliness and Maintenance 10%</p> <p>Passing rate : atleast 90%</p>		

PURPOSE : **Board and Lodging for the conduct of National Liquidation Workshop cum Conference Workshop on CO & FO Financial Report Preparation and Reconciliation**

PR NO : 2018020243

IMPORTANT : The winning bidder MUST SIGN the original copy of Purchase Order (P.O.) of DSWD-Central Office, Procurement and Supply Division within three (3) days from the date advance copy is 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 bid/procure.