

**REQUEST FOR QUOTATION OF GOODS**

Date of Request: November 20, 2017

RFQ No. **17-1656** **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 23, 2017 at 10:00am.**

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 : 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 **17-1656** KC-NCDDP  
 Date: November 20, 2017 Shopping

Annex A

Company Name : \_\_\_\_\_  
 Company Address : \_\_\_\_\_  
 Contact Person : \_\_\_\_\_  
 Contact No. : \_\_\_\_\_  
 Company TIN: \_\_\_\_\_  
 Philgeps Reg. No. \_\_\_\_\_

Lot No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications	Unit Cost	Total Cost
			<b>Food and Venue for the conduct of Program Manual Enhancement and Revision</b>	Please write the detailed specifications in the space provided (Indicate brand, model and country of origin)		
			Preferred Venue : Metro Manila			
			<b>Check-in &amp; Check-out Date and Time</b>			
	36	pax	Date & Time : November 27, 2017 at 8:00am to 5:00pm			
	36	pax	Date & Time : November 28, 2017 at 8:00am to 5:00am			
	36	pax	Date & Time : November 29, 2017 at 8:00am to 11:00am			
			<b>Schedule of Serving :</b>			
			November 27 & 28, 2017 : AM Snack, Lunch, PM Snack and Dinner			
			November 29, 2017 : Breakfast and AM Snack and Lunch			
			<b>Type of Serving :</b>			
			Plated : AM/PM Snack with cold beverage drink			
			Manage Buffet : Breakfast, Lunch and Dinner (minimum of three (3) viands with soup, desert / fruits and cold beverage drink.			
1			<b>Inclusions:</b>			
			- Fully aircondition function room that can accommodate 50 pax			
			- Free use of whiteboards, eraser, extension wires and cords for laptops and LCD Projector.			
			- Good quality sound system with microphones atleast 2 pcs with standby audio technician.			
			- Free strong WIFI Connections			
			- 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.			

PURPOSE : **For the conduct of Program Manual Enhancement and Revision**  
 PR NO : **2017103182**

**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 bidings.

*[Signature]*  
**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. **17-1656** KC-NCDDP  
 Date: November 20, 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 <small>Please write the detailed specifications in the space provided (Indicate brand, model and country of origin)</small>	Unit Cost	Total Cost
<i>Continuation:</i>						
<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	20%		
			5. Cleanliness and Maintenance	10%		
			Passing rate : atleast 90%			
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 MICHELLE C. OXINA  
 Procurement Officer  
 Tel No. 9318101 Local 122-124  
 Fax No. 951-7116

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