

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Batasan Pambansa Complex, Constitution Hills,
Quezon City

REQUEST FOR QUOTATION

RFQ No. 14 0668 MCC
Date: September 10, 2014

Company Name : _____
Company Address : _____
Contact Person : _____
Contact No. : _____

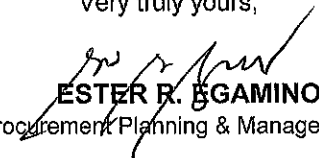
Sir/Madam:

Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in **Annex A**. Failure to indicate information could be basis for non - compliance. Also, furnish us with descriptive brochures, catalogues, literatures and/or samples, if applicable.

If you are the exclusive manufacturer, distributor or agent in the Philippines for the goods listed in Annex A please attach in your quotation a duly notarized certification to this effect.

Please accomplish and submit this form together with Annex A to DSWD -BAC Secretariat at ground floor, DSWD-CO Building, Batasan Complex, Constitution Hills, Quezon City or fax it through numbers 931-6139 **not later than 3:00 P.M. of September 15, 2014.**


Very truly yours,


ESTER R. BGAMINO

OIC, Procurement Planning & Management Division

Terms and Conditions:

- Award shall be made on per: Item Basis Total Quoted Price Lot Basis
- Quotation validity shall not be less than **Thirty (30) calendar days.**
- Good/s shall be delivered within **(Please refer to Annex A)**
- Place of Delivery: **(Please refer to Annex A)**
- Terms of Payment: **within fifteen (15) to thirty (30) days upon completion of supporting documents.**
- Liquidated Damages/Penalty: **one-tenth (1/10) of one percent for everyday of delay shall be imposed.**
- Indicate brand, model and country of origin.
- In case of discrepancy between unit cost and total cost, unit cost shall prevail.
- Warranty: _____


BABYLYN C. NOFIES
Purchase Officer

Tel No. 951-7116/Fax No. 931-6139

(Signature over Printed Name)
Supplier

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

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Item No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications (Please write the detailed specifications in the space provided)	Unit Cost	Total Cost
1	1	lot	Procurement of Board and Lodging for the conduct of Refresher Course on the Community Procurement and Financial Management			
			Date: September 24-27, 2014			
			Venue: Legaspi City			
			No. of participants: 29 pax			
			No. of days: 3 days			
			Type of room sharing: Triple or quadruple sharing in separate beds			
			Check-in date and time: September 24, 2014 at 1:00 PM			
			Check-out date and time: September 27, 2014 at 2:00 PM			
			Type of Service:			
			Buffet for Meals (Breakfast, Lunch and Dinner) and Plated for Snack (AM & PM Snack)			
			Free flowing coffee, mineral water, nuts and candies			
			Schedule of Service for Meals:			
			September 24, 2014 - will serve Lunch, PM Snack & Dinner Only			
			September 25-26, 2014 - will serve complete meals (Breakfast, AM Snack, Lunch, PM Snack & Dinner)			
			September 27, 2014 - will serve Breakfast and AM Snack Only			
			PROVIDED AND FREE USE OF THE FOLLOWING:			
			1. Fully airconditioned bedroom			
			2. Fully airconditioned conference area w/ the capacity to accommodate 30 participants			
			3. Conference area should be free from any permanent obstruction e.g. post			
			4. Extension wires use for Laptops			
			5. White board and markers w/ erasers			
			6. LCD Projector with widescreen			
			<i>Page 1 of 2</i>			

PURPOSE : Procurement of Board and Lodging for the conduct of Refresher Course on the Community Procurement and Financial Management

RIS No. 14092635

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


BABYLYN C. NOFIES
 Purchase Officer
 Tel No. 951-7116
 Fax No. 931-6139
 Email: bcnofies@e-dswd.net

 (Signature over printed name)
 Supplier

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			7. Decent and stable Wi-fi connections			
			8. Good quality of sound system with four (4) microphones			
			9. Complimentary room for secretariat			
			10. No extra charge for the use of Conference room during extended time of the training			
			Note:			
			* Hotel should not offer short-term lodging services associated with motels, should not be located beside or across gambling establishments or casinos, strip clubs, adult entertainment shops/night clubs, funeral parlors, mortuaries, morgues and other similar type.			
			RATING FACTORS:			
			I. Prevailing Rental Rate - 20%			
			II. Accessibility - 10%			
			III. Functionality: 1. Space Requirement - 15%			
			2. Light and Ventilation - 15%			
			IV. Facilities: 1. Water supply and Toilet - 10%			
			2. Elevators - 10%			
			V. Security - 10%			
			VI. Cleanliness and Maintenance - 10%			
			Total: 100% (Passing Rate is 80%)			
			Approved Budget for the Contract PhP156,600.00			
			xxxxxxxxxxxx Nothing Follows xxxxxxxxxxxx			
			<i>Page 2 of 2</i>			

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