

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

REQUEST FOR QUOTATION

RFQ No. 14 0485 MCC
Date: July 14, 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 951-7116 **not later than 9:00 A.M of 16 July 2014.**

Very truly yours,


ESTER R. EGAMINO
OIC, Procurement Planning & Mgt. 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 15-30 days upon completion of supporting documents.**
- Liquidated Damages/Penalty: **(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: _____


DANDY PEDRITA
Purchase Officer

Tel No. 931-81-61/Fax No. 951-7116

(Signature over Printed Name)
Supplier

RFQ No. **14 0485 MCC**Date: **July 14, 2014**

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

Lot No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications (Please write the detailed specifications in the space provided)	Unit Cost	Total Cost
1		lot	Board & Lodging for the conduct of pilot Training for Brgy. GAD Focal Persons cum Assessment of KC Gender Mainstreaming work			
			Venue: Metro Manila			
			Dates: July 21-26, 2014			
			Total Number of Participants: 60 pax			
			Check in: July 21, 2014 at 2:00pm			
			Check out: July 26, 2014 at 12:00nn			
			Type of Serving: Guided buffet for meal and plated for AM and PM snack			
			MENU TO BE SUBMITTED: Filipino Dish WILL SERVE: 3 viands; freshly cooked meat, fish, chicken, pork or beef and freshly cooked vegetables with assorted fresh fruits for desserts. Alternate of softdrinks, fresh juice, and ice tea for drinks for meals and snacks			
			July 21, 2014 (Monday)			
	60	pax	will serve PM Snack and Dinner Only			
			July 22 - 25, 2014 - (Tuesday - Friday)			
	60	pax	will serve complete meal			
			July 26, 2014 (Saturday)			
	60	pax	will serve Breakfast, AM Snack and Lunch only			
			PROVIDED AND FREE USE OF THE FOLLOWING:			
			1. Fully Airconditioned bedroom triple or quadruple sharing in separate beds			
			2. Fully Airconditioned Plenary Room with the capacity to accommodate 80pax with extra open space for group work/ activities and no obstruction e.g post etc.			
			3. Two (2) complimentary break-up/ conference room that can accommodate 30 pax intended for group work/ break-up session			
			4. Plenty extension wires			
			5. Whiteboard, markers and erasers			
			6. Laptop and LCD Projector with widescreen			
			7. Wi-fi connections			
			***** <i>continue on next page</i> *****			

PURPOSE : For the conduct of pilot Training for Brgy. GAD Focal Persons cum Assessment of KC Gender Mainstreaming work

RIS No. **1407-2033**

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.


DANDY PEDRITA
 Purchase Officer
 Tel No. 931-8161
 Fax No. 951-7116

 (Signature over printed name)
 Supplier

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

RFQ No. 14 0485 MCCDate: July 14, 2014

Company Name : _____
 Company Address : _____
 Contact Person : _____
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Lot No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications (Please write the detailed specifications in the space provided)	Unit Cost	Total Cost
			8. Good quality of sound system with 6 microphones			
			9. Backdrop at the Plenary conference Room			
			10. One (1) Room for Secretariat (triple)			
			11. Flowing coffee, mineral water, tea, nuts and candies with standby waiters			
			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 ilk. Hotel location must be appropriate for the conduct of professional discussion and conducive for productivity and creative thinking.			
			Rating Factors:			
			1. Prevailing Rate - 20%			
			2. Accessibility - 20%			
			3. Spacious Requirement			
			Function/Conference, facilities and rooms - 25%			
			4. Cleanliness and Maintenance - 10%			
			5. Security - 10%			
			6. Meals - 15%			
			TOTAL - 100%			
			PASSING RATE: at least 85%			
			***** <i>Nothing Follows</i> *****			

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