

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

REQUEST FOR QUOTATION

RFQ No. 13 0027 WB-MCC
Date: January 8, 2013

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-Procurement Service at ground floor, DSWD-CO Building, Batasan Complex, Constitution Hills, Quezon City or fax it through numbers 931-6139/ 951-7116 **on or before January 10, 2012 at 10:00am.**


Very truly yours,


MARY ANGELENE DP ARABIT

Chief, 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) days 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: _____


ANNABEL C. ODOÑO
Procurement Officer

Tel No. 931-81-61/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 | 139 | pax | Board and Lodging for the conduct of KC Year National Planning Workshop Date Needed: January 14, 2013 Venue: Tagaytay or Antipolo or Quezon City Type of Services: Guided Buffet for Meals; Plated for Snacks Room Accommodation: Triple or Quadruple Sharing in separate beds Will serve: > with three (3) viands: fish, vegetables and meat (pork, beef and chicken); with rice, fruits alternate with desserts, alternate with softdrinks, ice tea and juice for drinks Check-in: January 14, 2013 at 10:00am Check-out: January 17, 2013 at 9:00am Food Requirements: January 14, 2013 - will serve AM Snack, Lunch, PM Snack, Dinner January 15-16, 2013 - Complete Meal January 17, 2013 - Breakfast <i>Other Requirements:</i> - One big airconditioned room that can accommodate 150pax - Function/ Conference room should be free from any permanent obstruction e.g. post, free use of widescreen for the LCD Project, free use of whiteboard, markers and eraser, free use of sound system with six (6) microphones, free use of extension wires - Three (3) Complimentary Break up rooms for use to accommodate 35pax - Complimentary backdrop at the conference room, complimentary room for secretariat (one triple or quadruple) - Free Flowing hot coffee, tea and mineral water, candies and nuts, wi-fi ready > Hotels should not be offering short term lodging associated with motels and should not be situated beside/across gambling establishment or casinos and others that may touch on cultural sensitivities like mortuaries or morgues and others of similar type. | | | |
| -xxxxx page 1 of 1 xxxxx- | | | | | | |

PURPOSE: For the conduct of KC Year National Planning Workshop

RIS No. 13010015

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.


ANNABEL C. ODOÑO
Procurement Officer
Tel No. 931-8161
Fax No. 931-6139

(Signature over printed name)
Supplier