

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

REQUEST FOR QUOTATION

RFQ No. 13 0141 MCC
Date: February 15, 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 February 19, 2013 at 4:00pm.

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

RFQ No. 13 0141 MCC
Date: February 15, 2013Company 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	30	pax	<p><u>Board and Lodging for the conduct of Training/ Workshop to Pilot test thematic environmental and social safeguards sub-manual and field guide for the 1st Batch on February 24 to March 2, 2013</u></p> <p>Venue: Tagaytay City</p> <p>Type of Service: Guided Buffet for Meals and Plated for AM and PM Snack</p> <p>Will serve: three (3) viands: fresh meat like fish, chicken, pork and beef,</p> <p>Fresh vegetables, fresh assorted fruits alternate with desserts,</p> <p>Drinks; alternate of softdrinks for meals and ice tea or fresh juice for Snacks</p> <p><i>Food Requirements:</i></p> <p>February 24, 2013- Lunch, PM Snack and Dinner</p> <p>February 25 to March 1, 2013- Complete Meal</p> <p>March 2, 2013- Breakfast and AM Snack</p> <p>Provided and free use of the following:</p> <ol style="list-style-type: none"> 1. Triple or Quadruple sharing in separate beds 2. Fully airconditioned bedroom 3. Fully airconditioned big conference room that can accommodate 55pax 4. Conference room should be free from any permanent obstructions e.g. posts 5. Can provide free two (2) break-up rooms good for 25pax 6. Extension wires for Laptops 7. Whiteboard and markers with erasers 8. Laptop and LCD Projector with widescreen 9. Provide Wi-fi connections 10. Good quality of sound system with 4 microphones 11. Complimentary backdrop at the conference room 12. Complimentary room for secretariat, triple sharing 13. Flowing coffee, mineral water, tea, coffee, nuts or candies 14. With open space outside the hotel for environmental scanning or walking for engineers activity <p>Check-in date and time: February 24, 2013 at 2:00pm</p> <p>Check-of date and time: March 2, 2013 at 2:00pm</p> <p>> 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.</p> <p style="text-align: center;">-xxxxx page 1 of 2 xxxxx-</p>			

PURPOSE : For the conduct of Training/ Workshop to Pilot test thematic environmental and social safeguards sub-manual and field guide.

RIS No. 13020440

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

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

RFQ No. 13 0141 MCC
Date: February 15, 2013Company 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
2	30	pax	<u>Board and Lodging for the conduct of Training/ Workshop to Pilot test thematic environmental and social safeguards sub-manual and field guide for the 2nd Batch on March 10 to 16, 2013</u>			
			Venue: Tagbilaran City Bohol			
			Type of Service: Guided Buffet for Meals and Plated for AM and PM Snack			
			Will serve: three (3) viands: fresh meat like fish, chicken, pork and beef,			
			Fresh vegetables, fresh assorted fruits alternate with desserts,			
			Drinks; alternate of softdrinks for meals and ice tea or fresh juice for Snacks			
			<i>Food Requirements:</i>			
			March 10, 2013- Lunch, PM Snack and Dinner			
			March 11-15, 2013- Complete Meal			
			March 16, 2013- Breakfast and AM Snack			
			Provided and free use of the following:			
			1. Triple or Quadruple sharing in separate beds			
			2. Fully airconditioned bedroom			
			3. Fully airconditioned big conference room that can accommodate 55pax			
			4. Conference room should be free from any permanent obstructions e.g. posts			
			5. Can provide free two (2) break-up rooms good for 25pax			
			6. Extension wires for Laptops			
			7. Whiteboard and markers with erasers			
			8. Laptop and LCD Projector with widescreen			
			9. Provide Wi-fi connections			
			10. Good quality of sound system with 4 microphones			
			11. Complimentary backdrop at the conference room			
			12. Complimentary room for secretariat, triple sharing			
			13. Flowing coffee, mineral water, tea, coffee, nuts or candies			
			14. With open space outside the hotel for environmental scanning or walking for engineers activity			
			Check-in date and time: March 10, 2013 at 2:00pm			
			Check-out date and time: March 16, 2013 at 2:00pm			
			> 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 2 of 2 xxxxx-			

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