

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

REQUEST FOR QUOTATION

RFQ No. 13 0209 **WB-MCC**
Date: March 13, 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 March 15, 2013 at 3:00pm.

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 for each activity
- 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

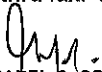
RFQ No. **13 0209** WB-MCC
Date: March 13, 2013Company Name : _____
Company Address : _____
Contact Person : _____
Contact No. : _____

Lot No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications (Please write the detailed specifications in the space provided)	Unit Cost	Total Cost
1	33	pax	<u>Board and Lodging for the conduct of Technical Session on Community-Based Procurement for RPMO Focal Person and RCIS/DRCIS on March 19 to 22, 2013</u>			
			Venue: Quezon City or Greenhills San Juan			
			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 19, 2013- Lunch, PM Snack and Dinner			
			March 20 to 21, 2013- Complete Meal			
			March 22, 2013- Breakfast and AM Snack			
			Menu to be submitted: Filipino Dish			
			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 50pax			
			4. Conference room should be free from any permanent obstructions e.g. posts			
			5. Extension wires for Laptops			
			6. Whiteboard and markers with erasers			
			7. Laptop and LCD Projector with widescreen			
			8. Provide Wi-fi connections			
			9. Good quality of sound system with 4 microphones			
			10. Complimentary backdrop at the conference room			
			11. Complimentary room for secretariat, Quad sharing			
			12. Flowing coffee, mineral water, tea, coffee, nuts or candies			
			Check-in date and time: March 19, 2013 at 2:00pm			
			Check-out date and time: March 22, 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 1 of 2 xxxxx-			

PURPOSE: For the conduct of Technical Session on Community-Based Procurement for RPMO Focal Person and RCIS/DRCIS and for the conduct of Joint RPC-D/RCDS-RTO Technical Session

RIS No. 13030749 & 13030727

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 0209** WB-MCC
Date: **March 13, 2013**Company Name : _____
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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	61	pax	<u>Board and Lodging for the conduct of Joint RPC-D/RCDS-RTO Technical Session on March 21 to 25, 2013</u>			
			Venue: Quezon City			
			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 21, 2013- Lunch, PM Snack and Dinner			
			March 22 to 24, 2013- Complete Meal			
			March 25, 2013- Breakfast and AM Snack			
			Menu to be submitted: Filipino Dish			
			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 70-80pax			
			4. Conference room should be free from any permanent obstructions e.g. posts			
			5. Extension wires for Laptops			
			6. Whiteboard and markers with erasers			
			7. Laptop and LCD Projector with widescreen			
			8. Provide Wi-fi connections			
			9. Good quality of sound system with 4 microphones			
			10. Complimentary backdrop at the conference room			
			11. Complimentary room for secretariat, Quad sharing			
			12. Flowing coffee, mineral water, tea, coffee, nuts or candies			
			Check-in date and time: March 21, 2013 at 2:00pm			
			Check-out date and time: March 25, 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-			

PURPOSE: For the conduct of Technical Session on Community-Based Procurement for RPMO Focla Person and RCIS/DRCIS and for the conduct of Joint RPC-D/RCDS-RTO Technical Session

RIS No. 13030749 & 13030727

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 Tel No. 931-8161
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