

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

REQUEST FOR QUOTATION

RFQ No. 13 0265 MCC
Date: March 26, 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 April 3, 2013 at 5:00pm.**

Very truly yours,

 03-26-13
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


RFQ No. **13 0265** MCC
Date: March 26, 2013Company Name : _____
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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
1	52	pax	<p><u>Board and Lodging for the conduct of Follow-through mentoring to Project Management Training (PMT) and Project Review and Evaluation Workshop (PREW) for the 1st Quarter of CY 2013 on April 17 to 20, 2013</u></p> <p>Venue: Clark/ Angeles City, Pampanga</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, Fresh vegetables, fresh assorted fruits alternate with desserts, Drinks; alternate of softdrinks for meals and ice tea or fresh juice for Snacks</p> <p><i>Food Requirements:</i></p> <p>April 17, 2013- Lunch, PM Snack and Dinner April 18 to 19, 2013- Complete Meal April 20, 2013- Breakfast and AM Snack</p> <p>Menu to be submitted: Filipino Dish</p> <p>Provided and free use of the following:</p> <ol style="list-style-type: none"> 1. Twin or Triple sharing in separate beds 2. Fully airconditioned bedroom 3. Fully airconditioned big conference room that can accommodate 75pax 4. Conference room should be free from any permanent obstructions e.g. posts 5. Can provide one (1) break-up room good for 20pax 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, nuts or candies 14. With an open space outside the hotel for environmental scanning or walking for engineers activity <p>Check-in date and time: April 17, 2013 at 2:00pm Check-out date and time: April 20, 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. > Hotels should get at least 85% in the rating</p> <p align="center">-xxxxx page 1 of 1 xxxxx-</p>			

PURPOSE : For the conduct of Follow-through mentoring to Project Management Training (PMT) and Project Review and Evaluation Workshop (PREW) for the 1st Quarter of CY 2013

RIS No. 13030956

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