

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

REQUEST FOR QUOTATION

RFQ No. 13 0585 MCC
Date: July 19, 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 number 931-6139/951-7116 **on or before July 24, 2013 at 11:00 am**

Very truly yours,


MARY ANGELENE DP. ARABIT
Chief, Procurement Planning & Mgt. Division

Terms and Conditions:

1. Award shall be made on per: Item Basis Total Quoted Price Lot Basis
2. Quotation validity shall not be less than Thirty (30) days days.
3. Good/s shall be delivered on (Please refer to Annex A)
4. Place of Delivery: (Please refer to Annex A)
5. Terms of Payment: 15 to 30 days upon completion of supporting documents
6. Liquidated Damages/Penalty: (1/10) of one percent for everyday of delay shall be imposed.
7. Indicate brand, model and country of origin.
8. In case of discrepancy between unit cost and total cost, unit cost shall prevail.
9. Warranty: _____


DANDY J. PEDRITA
Procurement Officer

Tel No. 931-81-61/Fax No. 931-6139 or 951-7116

(Signature over Printed Name)
Supplier

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Annex A
13 0585
 RFQ No. _____ MCC
 Date: July 19, 2013


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 | 169 | pax | Board and Lodging for the conduct of Kalahi-CIDSS Project Mid-Year Project Review Evaluation Workshop | | | |
| | | | VENUE: Batangas | | | |
| | | | Occupancy: Triple or Quadruple Sharing in separate beds | | | |
| | | | Date Needed: July 28 - August 1, 2013 | | | |
| | | | Type of Serving: Managed Buffet for Meals and Plated AM and PM snacks | | | |
| | | | Food Requirement: Menu to be submitted - Strictly Filipino Dish | | | |
| | | | Will serve: 3 viands; fresh meat like fish, chicken, and beef, fresh vegetables, fresh assorted fruits alternate with desserts, alternate of softdrinks for meals, ice tea and fresh juice for snack | | | |
| | | | July 28, 2013 - Dinner Only | | | |
| | | | July 29-31, 2013 - Complete Meal | | | |
| | | | August 1, 2013 - Breakfast, AM snack, Lunch and PM snack | | | |
| | | | Provided and free use of the following: | | | |
| | | | 1. Fully airconditioned bedroom | | | |
| | | | 2. Fully airconditioned Big conference room that can accommodate for 250 pax from 8:00 am to 9:00 pm | | | |
| | | | 3. Conference room should be free from any permanent obstructions e.g. Posts | | | |
| | | | 4. Free use of four (4) breakup rooms that can accommodate fifty (50) pax/room | | | |
| | | | 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 6 microphones | | | |
| | | | 10. Flowing coffee, mineral water, tea, with nuts or candies | | | |
| | | | 11. Complimentary room for the secretariat, triple sharing | | | |
| | | | 12. Complimentary backdrop at the function room | | | |
| | | | 13. Free use of open space for outside activities | | | |
| | | | NOTE: Hotels should not be offering short term lodging associated with motels and should not be situated across or beside or across gambling establishment or casinos and others that may touch on cultural sensitiveness like mortuaries or morgues and other similar type. | | | |
| | | | CHECK IN TIME: July 28, 2013 at 2:00 PM | | | |
| | | | CHECK OUT TIME: August 1, 2013 at 12:00 NN | | | |
| | | | *****Nothing Follows***** | | | |

PURPOSE : use for the conduct of Kalahi-CIDSS Project Mid-Year Project Review Evaluation Workshop

RIS No. 13072126

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 J. PEDRITA
 Procurement Officer
 Tel No. 931-8161
 Fax No. 931-6139/ 951-7116

 (Signature over printed name)