

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

REQUEST FOR QUOTATION

RFQ No. 13 0626 **MCC**  
Date: August 6, 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 August 15, 2013 at 9:00am.**

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 see Annex A)
- Place of Delivery: (Please see 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 0626 MCC  
Date: August 6, 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	1	lot	<p><b>Board and Lodging for the conduct of Gender and Development (GAD) Training for the Municipal GAD Persons, selected Area Coordinators, N/RPMO Staff on 20 to 25 August 2013</b></p> <p>Venue: Quezon City</p> <p>Occupancy: Triple or Quaruple Sharing in separate beds</p> <p>No. of pax: 43pax</p> <p>Check-in date and time: August 20, 2013 at 2:00pm</p> <p>Check-out date and time: August 25, 2013 at 12:00noon</p> <p>Type of Serving: Managed Buffet for Meals and Plated for AM and PM Snacks</p> <p>Will serve: three (3) viands: fresh meat like fish, chicken and beef, fresh vegetables, Fresh assorted fruits alternate with desserts; Drinks: alternate of softdrinks for meals, ice tea and fresh juice for snack</p> <p>Food Requirements: Menu to be submitted-Strictly Filipino Dish</p> <p>August 20, 2013: will serve Dinner Only</p> <p>August 21-24, 2013: will serve Complete Meal</p> <p>August 25, 2013: will serve Breakfast, AM Snack, Lunch and PM Snack</p> <p><i>Provided and free use of the following:</i></p> <ol style="list-style-type: none"> <li>1. Fully airconditioned bedroom</li> <li>2. Fully airconditioned big room that can accommodate 55pax from 8:00am to 9:00pm</li> <li>3. Conference room should be free from any permanent obstructions e.g. post</li> <li>4. Free use of one (1) break up rooms that can accommodate 20pax</li> <li>5. Extension wires for Laptops</li> <li>6. Whiteboard and markers with erasers</li> <li>7. Laptop and LCD Projector with widescreen</li> <li>8. Provide Wi-fi connections</li> <li>9. Good quality of sound system with 4 microphones</li> <li>10. Flowing coffee, mineral water, tea, with nuts or candies</li> <li>11. Complimentary room for the secretariat, triple sharing</li> <li>12. Complimentary backdrop at the function room</li> <li>13. Free use of open space for outside activities</li> </ol> <p>&gt; 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><i>Rating Factors: (Hotels should get at least 85% in the evaluation rating)</i></p> <ol style="list-style-type: none"> <li>1. Prevailing rate- 20%</li> <li>2. Accessibility- 15%</li> <li>3. Spacious Requirement, Function/ Conference, facilities and rooms- 25%</li> <li>4. Cleanliness and Maintenance- 15%</li> <li>5. Security- 10%</li> <li>6. Meals- 15%</li> </ol>			
-xxxxx page 1 of 1 xxxxx-						

PURPOSE : Board and Lodging for the conduct of Gender and Development (GAD) Training for the Municipal GAD Persons, selected Area Coordinators, N/RPMO Staff

RIS No. **13082296****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