

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

REQUEST FOR QUOTATION

RFQ No. 13 0811 **MCC**
Date: October 11, 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 October 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 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 0811 MCCDate: October 11, 2013

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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	1	lot	Board and Lodging for the conduct of Regional Training-Workshop on KC Sub Projects and RFR Database Operations on 21-25 October 2013			
			Venue: Metro Manila			
			Occupancy: Triple or Quadruple Sharing in separate beds			
			No. of pax: 30pax			
			Check-in date and time: October 21, 2013 at 2:00pm			
			Check-out date and time: October 25, 2013 at 12:00pm			
			Type of Serving: Guided Buffet for Meals and Plated for AM and PM Snacks			
			Will serve: three (3) vlands: fresh meat like chicken, beef, pork or fish, fresh vegetables, Fresh assorted fruits alternate with desserts; Drinks: alternate of softdrinks for meals, ice tea and fresh juice for snack			
			Food Requirements: Filipino Dish			
			October 21, 2013: will serve Lunch, PM Snack and Dinner			
			October 22-24, 2013: will serve Complete Meal (Breakfast, AM Snack, Lunch, PM Snack and Dinner)			
			October 25, 2013: will serve Breakfast and AM Snack			
			<i>Provided and free use of the following:</i>			
			1. Fully airconditioned bedroom			
			2. Fully airconditioned big conference room that can accommodate 60pax for training-workshop activities			
			3. Conference room should be free from any permanent obstructions e.g. post			
			4. Extension wires for Laptops			
			5. Whiteboard and markers with erasers			
			6. Laptop and LCD Projector with widescreen			
			7. Fast and stable Wi-fi connections use for GOOGLE Cloud			
			8. Good quality of sound system with 4 microphones			
			9. Complimentary Backdrop, 4ft x8ft			
			10. Complimentary room for secretariat, triple sharing			
			11. Flowing coffee, mineral water, tea, with nuts or candies			
			12. Complimentary break-up conference room with the capacity to accommodate 25pax			
			> 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.			
			<i>Rating Factors: (Hotels should get at least 85% in the evaluation rating)</i>			
			1. Prevailing rate- 20%			
			2. Accessibility- 15%			
			3. Spacious Requirement, Function/ Conference, facilities and rooms- 25%			
			4. Cleanliness and Maintenance- 15%			
			5. Security- 10%			
			6. Meals- 15%			
			-xxxxx page 1 of 1 xxxxx-			

PURPOSE: Board and Lodging for the conduct of Regional Training-Workshop on KC Sub Projects and RFR Database Operations

RIS No. **13103152**

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 G. ODOÑO
 Procurement Officer

 (Signature over printed name)
 Supplier