

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

REQUEST FOR QUOTATION

13 0881

RFQ No. \_\_\_\_\_ MCC  
Date: October 30, 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 November 06, 2013 at 10:00 am

Very truly yours,

*A. 10303*  
**MARY ANGELENE DP. ARABIT**  
Chief, Procurement Planning & Mgt. 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 on (Please refer to Annex A)
- Place of Delivery: (Please refer to Annex A)
- Terms of Payment: 15 to 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: \_\_\_\_\_

*[Signature]*  
**DANDY J. PEDRITA**  
Procurement Officer

\_\_\_\_\_  
(Signature over Printed Name)  
Supplier

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

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Annex A

13 0881

RFQ No. \_\_\_\_\_ MCC  
Date: October 30, 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	17	pax	<p><b>Board and Lodging for the conduct of Kalahi-CIDSS Gender Stories Writeshop</b></p> <p><b>VENUE:</b> Metro Manila</p> <p><b>Type of Service:</b> Guided Buffet for Meals and Plated for AM and PM Snack</p> <p><b>Date Needed:</b> November 12 - 16, 2013</p> <p><b>MENU:</b> Filipino Dish</p> <p><b>Will serve:</b> 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><b>November 12, 2013</b> - AM snack, Lunch, PM snack and Dinner</p> <p><b>November 13-15</b> - Complete Meal</p> <p><b>November 16, 2013</b> - Breakfast</p> <p><b>Provided and free use of the following:</b></p> <ol style="list-style-type: none"> <li>1. Triple of Quadruple sharing in separate beds</li> <li>2. Fully Airconditioned Bedroom</li> <li>3. Fully Airconditioned Big conference room that can accommodate 25 pax</li> <li>4. Conference room should free from any permanent obstructions e.g. post</li> <li>5. Extension wires for Laptops</li> <li>6. White Board and Markers with erasers</li> <li>7. Laptop and LCD Projector with Widescreen</li> <li>8. Decent and stable Wifi Connections</li> <li>9. Good Quality of Sound System with 4 microphones</li> <li>10. Complimentary Backdrop, 4ft x 6ft</li> <li>11. Complimentary room for the secretariat</li> <li>12. Flowing Coffee of mineral water, tea, coffee, nuts or candies</li> </ol> <p><b>NOTE:</b> 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.</p> <p><b>CHECK IN TIME:</b> November 12, 2013 at 2:00 PM</p> <p><b>CHECK OUT TIME:</b> November 16, 2013 at 12:00 NN</p> <p>*****Nothing Follows*****</p>			

PURPOSE : for the conduct of Kalahi-CIDSS Gender Stories Writeshop

RIS No. 13103484

**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

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(Signature over printed name)