

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

REQUEST FOR QUOTATION

RFQ No. 13 0883 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 08, 2013 at 10:00 am

Very truly yours,

Asio 2013
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 every day 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: _____

DP
DANDY J. PEDRITA
Procurement Officer

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

(Signature over Printed Name)
Supplier

RFQ No. **1B3 0883** MCC
 Date: October 30, 2013


Company Name : _____
 Company Address : _____
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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			Board and Lodging for the conduct of National Inter-Municipal Forum for the 18 Guaranteed Municipalities			
			Gender Incentive Grant			
	90	pax	VENUE: Metro Manila Type of Service: Guided Buffet for Meals and Plated for AM and PM Snack Date Needed: November 27 - 30, 2013 MENU: Filipino Dish Will serve: 3 viands; fresh meat like chicken, beef, pork and fish, fresh vegetables, fresh assorted fruits alternate with desserts, Drinks: alternate of softdrinks for meals, ice tea and fresh juice for snack November 27, 2013 - Lunch, PM snack and Dinner November 18 - 26 - 2013 - Complete Meal November 27, 2013 - Breakfast and AM snack only Provided and free use of the following: 1. Triple of Quadruple sharing in separate beds 2. Fully Airconditioned Bedroom 3. Fully Airconditioned Big conference room that can accommodate 150 pax to maximize for workshop and group work to be use for open gallery viewing and posting of municipal accomplishments 4. Conference room should free from any permanent obstructions e.g. post 5. Extension wires for Laptops 6. White Board and Markers with erasers 7. Laptop and LCD Projector with Widescreen 8. Decent and stable Wifi Connections 9. Good Quality of Sound System with 4 microphones 10. Complimentary Backdrop, 4ft x 6ft 11. Complimentary room for the secretariat (triple sharing) 12. Flowing Coffee of mineral water, tea, coffee, nuts or candies 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: November 27, 2013 at 2:00 PM CHECK OUT TIME: November 30, 2013 at 12:00 NN *****Nothing Follows*****			

PURPOSE : for the conduct of National Inter-Municipal Forum for the 18 Guaranteed Municipalities Gender Incentive Grant

RIS No. 13103458

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)