

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

REQUEST FOR QUOTATION

RFQ No. 13 1043 MCC  
Date: December 4, 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 December 6, 2013 at 2:00pm.**

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**

## DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

RFQ No. 13 1043 MCCDate: December 4, 2013

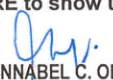
Company Name : \_\_\_\_\_  
 Company Address : \_\_\_\_\_  
 Contact Person : \_\_\_\_\_  
 Contact No. : \_\_\_\_\_

Lot No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications (Please write the detailed specifications in the space provided)	Unit Cost	Total Cost
1	56	pax	<b>Board and Lodging for the conduct of Results Sharing and Consultation Workshop</b> Date: December 11 to 14, 2013 Venue: Metro Manila Occupancy: Triple or Quadruple Sharing in separate beds Check-in date and time: December 11, 2013 at 2:00pm Check-out date and time: December 14, 2013 at 12:00pm Type of Serving: Guided Buffet for Meals and Plated for AM and PM Snacks Will serve: three (3) viands; fresh meat like chicken, beef, pork or fish, fresh vegetables, fresh assorted fruits alternate with desserts; Drinks: alternate of softdrinks and ice tea of fresh juice for snacks Food Requirements: Filipino Dish December 11, 2013: will serve PM Snack and Dinner December 12-13, 2013: will serve Complete Meal (Breakfast, AM Snack, Lunch, PM Snack and Dinner) December 14, 2013: will serve Breakfast, AM Snack and Lunch <i>Provided and free use of the following:</i> 1. Fully airconditioned bedroom 2. Fully airconditioned big conference room that can accommodate 70pax 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. Decent and stable Wi-fi connections 8. Good quality of sound system with 4 microphones 9. Complimentary Backdrop, 4ft x6ft 10. Complimentary room for secretariat 11. Flowing coffee, mineral water, tea, with nuts or candies > 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 Results Sharing and Consultation Workshop

RIS No. 13124081

**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