

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

REQUEST FOR QUOTATION

RFQ No. 13 1057 MCC
Date: December 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 December 11, 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

Annex A

RFQ No. **13 1057** MCC
Date: December 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	38	pax	Board and Lodging for the conduct of Team Enhancement Workshop on January 2 to 5, 2014 Venue: Baguio City Occupancy: Triple Sharing in separate beds Check-in date and time: January 2, 2013 at 2:00pm Check-out date and time: January 5, 2013 at 12:00pm Type of Serving: Guided Buffet for Meals and Plated for AM and PM Snacks Will serve: three (3) viands with soup with fresh cooked meat (fish, pork beef, chicken) fresh cooked vegetables, fresh assorted fruits for desserts; Drinks: alternate of softdrinks and ice tea Food Requirements: Filipino Dish January 2, 2013: will serve Dinner January 3-4, 2013: will serve Complete Meal (Breakfast, AM Snack, Lunch, PM Snack and Dinner) January 5, 2013: will serve Breakfast, AM Snack, Lunch and PM Snack <i>Provided and free use of the following:</i> 1. Fully airconditioned bedroom 2. Fully airconditioned big conference room that can accommodate 55pax to maximize venue for workshop and group work and for reporting 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, triple sharing 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 Team Enhancement Workshop on January 2 to 5, 2014

RIS No. **13113817****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