

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

REQUEST FOR QUOTATION

RFQ No. 14 0129 MCC
Date: March 6, 2014

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 -PPMD at ground floor, DSWD-CO Building, Batasan Complex, Constitution Hills, Quezon City or fax it through number 931-6139/ 951-7116 on or before March 07, 2014 at 09:00 am

Very truly yours,

Marvis 3/6/14
MARVIS ERVIN L. FRANCISCO
OIC, 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.
- Good/s shall be delivered on (Please refer to Annex A)
- Place of Delivery: (Please refer to Annex A)
- Terms of Payment: Fifteen (15) to Thirty (30) days upon completion of supporting documents
- Liquidated Damages/Penalty: One tenth (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: _____


DANDY J. PEDRITA
Procurement Officer

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

(Signature over Printed Name)
Supplier

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Annex A
14 0129 MCC
 RFQ No. _____
 Date: March 6, 2014

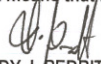
Company Name : _____
 Company Address : _____
 Contact Person : _____
 Contact No. : _____

Lot No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications (Please write the detailed specifications in the space provided)	Unit Cost	Total Cost	
1			<i>Board and Lodging for the Conduct of the National Workshop Consultation on the Grievance Redress System & Harmonization of Kalahi-CIDSS Forms</i>				
			VENUE: Prerably within Metro Manila				
			Date Needed: March 11 - 13, 2014 ; National Workshop Consultation on the Grievance Redress System (Activity 1)				
	25	pax	March 11 - 12, 2014				
	11	pax	March 11 - 13, 2014				
			And March 12 - 15, 2014; Harmonization of Kalahi-CIDSS Forms (Activity 2)				
	33	pax	March 12 - 14, 2014				
	6	pax	March 12 -15, 2014				
			Type of Service: Guided Buffet for Meals and Plated for AM and PM snack				
			Menu to be submitted: Filipino Dish				
			Will serve: Plain steamed rice with 3 viands such: (Vegetables, Fish, and Alternate of : Pork, Beef or Chicken), Assorted Fresh Fruits for Desserts & Alternate of: Softdrinks, Ice Tea and Fresh Juice for drinks.				
			Also serve free flowing of coffee, tea and mineral water				
			March 11, 2014 (Activity 1) & March 12, 2014 (Activity 2) PM Snack and Dinner Only (Days of Arrival)				
			March 12, 2014 (Activity 1) & March 13-14, 2014 (Activity 2) Complete Meal				
			March 13, 2014 (Activity 1) & March 15, 2014 (Activity 2) Breakfast, Lunch, AM snack & Lunch				
			Provided and Free use of the Following (For Two (2) Activities):				
			1. Twin or Triple sharing in separate beds				
			2. Fully airconditioned bedroom with television set				
			3. Fully airconditioned conference room				
			4. Plenary conference room must have the capacity to accommodate 60 pax provide free of the following:				
			4.1. Widescreen with whiteboard marker, pens & eraser				
			4.2. Good Quality of Sound System with a good Quality of Microphone of Four (4) pcs.				
			4.3. Plenary conference room should be free from obstruction e.g. Posts and Others				
			4.4. Provided with stable wi-fi connection				
			4.5. Functional use of extension wires				
			4.6. Complimentary Backdrop at the conference room 8ft. X 11ft.				
			4.7. Complimentary use of one (1) break-up room				
			5. Complimentary Room for the secretariat (Triple Sharing in separate Beds)				
			6. Use of wall for Gallery viewing and workshop				
			Check in Date & Time: March 11 , 2014 (Activity 1) & March 12, 2014 (Activity 2) ; 12:00 nn				
			Check out Date & Time: March 13, 2014 (Activity 1) & March 15, 2014 (Activity 2) ; 2:00 pm				
			Hotel should not be offering short-term lodging associated with motels beside or across gambling establishment or casinos & other may touch on cultural sensitiveness like mortuaries or morgues and other similar.				
			*****Nothing Follows*****				

PURPOSE : For the conduct of National Workshop Consultation on the Grievance Redress System & Harmonization of Kalahi-CIDSS Forms

RIS No. 14030645

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)