

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

REQUEST FOR QUOTATION

RFQ No. 14 0186 WB-MCC
Date: April 1, 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 **not later than 10:00 am of April 09, 2014.**

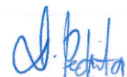
Very truly yours,



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. 951-7116 / Fax No. 931-6139

(Signature over Printed Name)
Supplier

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	139	pax	<p><i>Board and lodging for the conduct of Harvesting initial gains from the Thematic Environmental Management Systems (TEMS) and Launching of the TEMS Field Guide and Manuals</i></p> <p>VENUE: Preferably within Lapu-lapu City / Cebu City</p> <p>Date Needed: April 27, 2014 to May 01, 2014</p> <p>Type of Service: Guided Buffet for Meals and Plated for AM and PM snack</p> <p>Menu to be submitted: Filipino Dish</p> <p>Will serve: 3 viands; freshly cooked meat: fish, chicken, pork or beef and freshly cooked vegetables with assorted fresh fruits for desserts. Alternate of softdrinks, fresh juice and iced tea for drinks for meals and snacks.</p> <p>April 27, 2014 - will serve PM Snack and Dinner Only</p> <p>April 28-30, 2014 - will serve Complete Meal</p> <p>May 01, 2014 - will serve Breakfast, Lunch, AM snack & Lunch Only</p> <p>Inclusions and free use of the following:</p> <ol style="list-style-type: none"> 1. Fully Airconditioned bedroom Twin or Triple sharing in separate beds 2. Fully airconditioned Plenary Room that can accommodate 150 pax with extra open space for group work/activities with no obstruction e.g. posts etc. 3. Two (2) Complimentary use of conference room, one conference room use for photo exhibit and one to be used for break-up sessions 4. Plenty extension wires 5. Whiteboard, Markers and Erasers 6. Laptop and LCD Projector with widescreen 7. Wi-Fi Connections 8. Good Quality of sound system with six (6) microphones 9. Backdrop at the Plenary Conference Room 10. Room for Secretariat (Triple sharing) 11. Flowing coffee, mineral water, tea, nuts and candies 12. with an open space outside the hotel for environmental scanning or walking of engineers activity <p>Check in Time: April 27, 2014 at 2:00 pm</p> <p>Check out Time: May 01, 2014 at 12:00 nn</p> <p>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.</p> <p>*****Nothing Follows*****</p>			

PURPOSE : for the conduct of Harvesting initial gains from the Thematic Environmental Management Systems (TEMS) and Launching of the TEMS Field Guide and Manuals

RIS No. 14030861

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)