

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

REQUEST FOR QUOTATION

RFQ No. 14 0189 MCC
Date: April 2, 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.

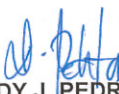
Please accomplish and submit this form together with Annex A to DSWD -PPMD at ground floor, DSWD-CO Building, Batasan Complex, Constitution Hills, Quezon City or fax it through number 931-6139 **not later than 3:00 p.m. of 02 April 2014.**

Very truly yours,


MARVIS ERVIN L. FRANCISCO
OIC-Chief Administrative Officer, PPMD

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 Pls. Refer to Annex A
- Place of Delivery: Pls. Refer to Annex A
- Terms of Payment: Fifteen (15) - Thirty (30) Calendar 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. 951-71-16 / Fax No. 931-6139

(Signature over Printed Name)
Supplier

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Item No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications (Please write the detailed specifications in the space provided)	Unit Cost	Total Cost
1	80	pax	CATERING SERVICE VENUE: Social Welfare And Development Center for Asia and the Pacific (SWADCAP) Fort Bonifacio, Taguig City Date Needed: April 3-4, 2014 Type of service : Guided Buffet for Meals and Plated for AM and PM snack Menu : 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 and Alternate of: Softdrinks, Ice Tea and fresh juice for drinks. And also serve free flowing coffee, tea and mineral water April 3 & 4, 2014 - will serve complete meal Provided with the following: 1. Buffet tables with flower set-up 2. Two (2) standby waiters in uniform 3. With table cloth and chair cloth for dining area *****Nothing Follows*****			

PURPOSE : for the conduct of NPMO staff orientation on NCDDP

RIS No. 14040923

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. 951-7116
 Fax No. 931-6139

 (Signature over printed name)