

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

REQUEST FOR QUOTATION

14 0215

RFQ No.

WB MCC

Date:

April 10, 2014

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

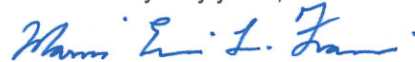
Sir/Madam:

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 -BAC Secretariat at ground floor, DSWD-CO Building, Batasan Complex, Constitution Hills, Quezon City or fax it through numbers 931-6139 **not later than 9:00 A.M. of April 15, 2014.**

Very truly yours,



MARVIS ERVIN L. FRANCISCO

OIC - Chief, Procurement Planning & Mgt. Division

Terms and Conditions:

1. Award shall be made on per: Item Basis Total Quoted Price Lot Basis
2. Quotation validity shall not be less than **Thirty (30) calendar days**
3. Good/s shall be delivered within **(Please refer to Annex A)**
4. Place of Delivery: **(Please refer to Annex A)**
5. Terms of Payment: **within fifteen (15) to thirty (30) days upon completion of supporting documents.**
6. Liquidated Damages/Penalty: **One-tenth (1/10) of one percent for everyday of delay shall be imposed.**
7. Indicate brand, model and country of origin.
8. In case of discrepancy between unit cost and total cost, unit cost shall prevail.
9. Warranty: _____



DARLENE B. CARDENAS
Purchase Officer

Tel No. 951-7116/Fax No. 931-6139

(Signature over Printed Name)
Supplier

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Annex A

14 0215

RFQ No. _____

WB MCC

Date: April 10, 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) | Estimated Cost | Total Cost |
|---------|------|------|------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|----------------|------------|
| 1 | | lot | Procurement of Board and Lodging for the conduct of KALAHI-CIDDS/ NCDDP 1st Quarter Project Review and Evaluation Workshop (PREW) for CY 2014 | | | |
| | | | Date: April 22-26, 2014 | | | |
| | | | Venue: Metro Manila/Tagaytay City | | | |
| | | | Total number of participants: 62 pax | | | |
| | | | Room Accommodation: Triple/Twin Sharing (with individual bed per pax) | | | |
| | 62 | pax | Check-in date and time: April 22, 2014, 2:00 PM | | | |
| | 62 | pax | Check-out date and time: April 9, 2014, 12:00 NN | | | |
| | | | Type of Serving: | | | |
| | | | Guided Buffet for Meal and Plated AM and PM Snack | | | |
| | | | Menu to be submitted: Filipino Dish | | | |
| | 62 | pax | Schedule of Serving: | | | |
| | | | April 22, 2014 - will serve PM Snack and Dinner only | | | |
| | | | April 23-25, 2014 - will serve complete meal | | | |
| | | | April 26, 2014 - will serve Breakfast, AM Snack and Lunch only | | | |
| | | | Provided and free use of the following: | | | |
| | | | 1. Fully airconditioned bedroom twin/triple sharing in separate beds | | | |
| | | | 2. Fully and airconditioned Plenary Room that can accommodate 80 pax with extra open space for group work/activities with no obstruction e.g. post etc. | | | |
| | | | <i>continue on next page</i> | | | |

PURPOSE : Procurement of Board and Lodging for the conduct of KALAHI-CIDDS/ NCDDP 1st Quarter Project Review and Evaluation Workshop (PREW) for CY 2014

RIS No. 14030898

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.



DARLENE B. CARDENAS
 Purchase Officer
 Tel No. 951-7116
 Fax No. 931-6139

email: dbcardenas@e-dswd.net

 (Signature over printed name)
 Supplier

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Annex A
14 0215
 RFQ No. _____ WB MCC @
 Date: April 10, 2014

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

| Item No. | Qty. | Unit | Purchaser's Specifications | Bidder's Specifications (Please write the detailed specifications in the space provided) | Estimated Cost | Total Cost |
|----------|------|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|----------------|------------|
| | | | 3. One (1) complimentary use of conference room, that can accommodate 20 pax to be use for break-up session | | | |
| | | | 4. Free use of extension wires | | | |
| | | | 5. Free use of whiteboard, markers and erasers | | | |
| | | | 7. Free use of laptop and LCD Projector with widescreen | | | |
| | | | 8. Good quality of sound system with 6 microphones | | | |
| | | | 9. Backdrop at the Plenary Conference Room | | | |
| | | | 10. Room for the Secretariat (triple sharing) | | | |
| | | | 11. Flowing coffee, mineral water, tea, nuts and candies | | | |
| | | | Note: Hotels should not be offering short term lodging associated with motels and hotels should not be situated across or beside gambling establishments or casinos | | | |
| | | | RATING FACTOR: | | | |
| | | | 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% | | | |
| | | | Total: 100% (Passing Rate is 85%) | | | |
| | | | xxxxxxxxxxxx Nothing Follows xxxxxxxxxxxx | | | |

PURPOSE : Procurement of Board and Lodging for the conduct of KALAH-CIDDS/ NCDPP 1st Quarter Project Review and Evaluation Workshop (PREW) for CY 2014

RIS No. 14030898

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.


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