

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

REQUEST FOR QUOTATION

140647

RFQ No. _____ MCC
Date: September 5, 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 **on or before September 09, 2014 not later than 09:00 a.m.**

Very truly yours,


ESTER R. EGAMINO
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) 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. 951-7116 / Fax No. 931-6139

(Signature over Printed Name)
Supplier

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Annex A
140647

RFQ No. _____ MCC
Date: September 5, 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	46	pax	<u>Board and Lodging for the Refresher Course on the Community Procurement and Financial Management</u>			
			Location : Metro Manila			
			Date Needed : September 17-20, 2014			
			Number of days : 3			
			Schedule of Serving :			
			September 17, 2014 - Lunch, PM snack and Dinner			
			September 18 - 19, 2014 - Complete Meal (Breakfast, AM snack, Lunch, PM snack and Dinner)			
			September 20, 2014 - Breakfast and AM snack			
			Overflowing coffee, mineral water, nuts and candies			
			Servings : Buffet for Meals and Plated for AM and PM snacks			
			Provided and Free use of the following :			
			*Triple or Quadruple sharing in separate beds			
			*Fully airconditioned bedroom			
			*Fully airconditioned conference area with the capacity to accommodate 50 participants			
			*Conference Area should be free from any permanent obstruction, e.g. posts.			
			*Extension wires use for laptops			
			*Whiteboard and Markers with erasers			
			*LCD Projector with widescreen			
			*Decent and stable Wi-Fi Connections			
			*Good Quality of Sound System with four (4) microphones			
			*Complimentary room for the secretariat			
			*No extra charge for the use of Conference Room during extended time of the training			
			Check in Time: September 17, 2014 at 01:00 nm			

Check out Time: September 20, 2014 at 12:00 nn


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 ilk.

*****Nothing Follows*****

the Refresher course in the community Procurement and Financial Management

92601

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 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)

PURPOSE : For
RIS No. 140
IMPORTANT : The w
and sign the origina