## DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Batasan Pambansa Complex, Constitution Hills, Quezon City Tel.Nos. 951-9749, 952-0697 Local: 513-515 Tel.Fax: 951-7116



## **REQUEST FOR QUOTATION OF GOODS**

Date of Request: April 10, 2017

RFQ No. 18-0373 KC-NCDDP Shopping

		11 3
	Company name:	
	Address:	
20	Contact Person:	
0.0	Contact Number:	
JU Dh	Company TIN : Philgeps No.:	
11	Tillgeps No	
Sir	Sir/Madam:	
l,	The National Community Driven Development Program (NCDDP) h quotations for the following items in Annex A:	ereby requests you to submit price
	To assist you in the preparation of your price quotation, we enclose the and required quantities.	ne necessary technical specifications
2.	<ol> <li>You may quote for any or more items under this request. Each item sha separately to the supplier(s)/ service provider(s) offering the lowest eval</li> </ol>	
	Item Basis ✓ Total Quoted Lot Basis	
3.	<ol> <li>Your quotation in duplicate and in the English language, should be documentation and catalogue(s) and other printed materials or pertiner quoted, including names and addresses of supplier(s)/ service prov facilities in the Philippines.</li> </ol>	t information in English for each item
1.	<ol> <li>The deadline for receipt of your quotation (s) by the KC-NCDDP at the April 13, 2018 at 10:00 am.</li> </ol>	address indicated in Paragraph 6 is: -
Ō.	<ol><li>Your quotation(s) should be submitted as per the following instruction a Conditions including the following:</li></ol>	nd in accordance with the Terms and
	a. <b>Prices:</b> The prices should be quoted for the supply and Annex A)	Delivery of various item (Pls. refer to
	<ul> <li>Evaluation of Quotations: Offers determined to be substance.</li> <li>specifications will be evaluated by comparison of their price.</li> </ul>	

- Purchaser will adjust any arithmetical errors as follows:

  i. where there is a discrepancy between the amounts in figures and in words, the
  - amount in words will govern;
  - ii. where there is a discrepancy between the unit rates and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern;
  - iii. If a Supplier refuses to accept the correction, his quotation will be rejected.

In addition to the quoted price, the evaluated price shall include Value Added Tax and other necessary taxes as specified herein.

- iv. Award of Purchase Order: The award will be made to the bidder offering the lowest evaluated price that meets the technical and financial requirements.
- v. Validity of the Offer: Your quotation(s) should be valid for a period of forty five (45) calendar days from the deadline for receipt of quotation(s) indicated in paragraph 4 of this Request for Quotation.
- vi. If the supplier/service provider withdraw the quotation during the validity period and/or refuse to accept the award of a contract when and if awarded, then the supplier(s)/service provider(s) will be excluded from the list of NCDDP suppliers for the project for two years.
  - Terms of Payment: Fifteen (15) to Thirty (30) Calendar Days upon completion supporting documents.
- vii. If the supplier/service provider does not start the delivery or perform the services under the contract/PO within 15 days (after signing of the contract) without valid reason acceptable to the procuring entity (DSWD), the contract may be terminated through a notice to be issued by the head of the procuring entity (HOPE); the procuring entity shall proceed to negotiate with the succeeding responsive supplier/s: otherwise re-canvass.
- viii. Liquidated damages/penalty: In case of failure to make the full delivery within the time specified in the delivery terms, penalty of one percent (1%) of the undelivered cost for every day of delay shall be imposed.
- 6. Further information can be obtained from: Michelle C. Oxina

Telephone

: 9316139 or 931-8101 to 07 local 122-124

Fax

: 951-71-16

E-mail Address : quotations@dswd.gov.ph Quotations submitted to different fax number(s) or email address(es) as stated above shall not be considered for evaluation.

Address

: DSWD Central-Office, Procurement Office, IBP Road, Constitution Hills,

Quezon City

7. Please confirm by fax or e-mail the receipt of this request and whether or not you will submit the price quotation(s)

Sincerely,

**Procurement Officer** 

Tel No. 931-61-39 / Fax No. 951-71-16

Noted by:

Ganaca Q16 W 79.10-16

KARINA ANTONETTE A. AGUDO

OIC-Chief, Procurement Planning & Mgt. Division

18-0373

Company Name:
Company Address:
Contact Person:
Contact No.: DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT Date: RFQ No. April 10, 2018 \_Shopping KC-NCDDP

Philgeps Reg. No Company TIN:

	) i																				7 -
									_	7											No.
								90						54	54						Qty.
						6	No ox	XX						pax	pax						Unit
page 1of 2	Guided Buffet: Breakfast, Lunch and Dinner - minimum of 3 viands (beef/pork/chicken, fish and vegetables), Rice, Dessert, Cold Drinks (NO Pork, with Muslim and Seventh Day Adventist participants. With special meal for Muslim and SDA participants)	Plated: AM and PM Snacks (with cold beverage/drinks)	April 21, 2018: Breakfast, AM Snacks, Lunch, PM Snacks	April 20, 2018: Full meal (Breakfast, AM Snacks, Lunch, PM Snacks, Dinner)	April 19, 2018: Dinner	Schedule of Serving:	Check Out Date & Time: April 21, 2018, 12:00 noon	Check In Date & Time: April 19, 2018, 2:00 PM	Type of Serving: Filipino Menu	April 19, 2018: Breakfast, AM Snacks, Lunch, PM Snacks	April 16-18, 2018: Full Meal (Breakfast, AM Snacks, Lunch, PM Snack, Dinner)	April 15, 2018: Dinner	Schedule of Serving:	Check Out Date & Time: April 19, 2018, 12 NN	Check In Date & Time: April 15, 2018, 2:00 PM	Number of Participants: 54 (Live-in) and 90 (Live-in)	Room Accommodation: 3 pax per room in separate beds	Date: April 15-19, 2018 and April 19-21, 2018	Preferred Venue : Metro Manila	Board and Lodging for the Conduct of ODM Orientation Training for RPMOs Technical Specialist/Staff and Makilahok National Orientation	Purchaser's Specifications
																					Bidder's Specifications Please write the detailed specifications in the space provided (Indicate brand, model and country of origin)
										25											Unit Cost
						0										E.					Total Cost

PURPOSE: Board and Lodging for the conduct of ODM Orientation/Training for RPMO's Technical Specialist/Staff and Makilahok National Orientation.

PR NO: 2018040960

thru fax. FAILURE to show up and sign the original P.O. means that the bidder is not interested and will be ground for suspension/blacklisting in DSWDs future biddings. IMPORTANT: The winning bidder MUST SIGN the original copy of Purchase Order (P.O.) at DSWD-Central Office, Procurement and Supply Division within three (3) days from the date advance copy was served MICHELLÉ C. OXINA
Procurement Officer
Tel No. 9318101 local 122-124 self-(Signature over printed name)

Fax No. 951-7116

## DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

RFQ No. 18-0373 KC-NCDDP

Date: April 10, 2018 Shopping

PhilGEPS Reg. No.	Company TIN:	Contact No. :	Contact Person:	Company Address:	Company Name:

							<u> </u>					92							Item No.
																			Qty.
														1					Unit
	Passing rate : atleast 90%	5. Cleanliness and Maintenance	4. Security	3. Facilities and Amenities (free wifi and other amenities)	3. Functionality (space, light and ventilation)	2. Plenary room that can accommodate 60 pax (April 15-19, 2018) and 100pax (April 19-21, 2018)	Prevailing Rental Rate (covering all the requirement)		Hotels should not be offering short term lo beside gambling establishment or casinos	Complimentary of pens and pads with registration table	Free strong WIFI Connections	Free flowing coffee/tea and candies during session	Complimentary of backdrop/ tarpaulin in the function room	Good quality sound system with micr	Free use of whitebards, erasers, exte	Fully air-conditioned function rooms t	Fully air-conditined bedrooms with television set and complete toiletries	Inclusions:	
page 2 of 2		10%	10%	10%	10%	30%	30%	Rating Factors	Hotels should not be offering short term lodging associated with motels and hotels should not be situated across or beside gambling establishment or casinos.	h registration table		during session	n in the function room	Good quality sound system with microphones atleast 3 pcs with standby audio technician.	Free use of whitebards, erasers, extension wires and cords for laptops and LCD Projector	Fully air-conditioned function rooms that can accommodate 60 pax on April 15-19 and 90 pax on April 19-21	levision set and complete toiletries		Purchaser's Specifications
																			Bidder's Specifications Please write the detailed specifications in the space provided (Indicate brand, model and country of origin)
						a.													Unit Cost
							s T			i =									Total Cost

PURPOSE: Board and Lodging for the conduct of ODM Orientation/Training for RPMO's Technical Specialist/Staff and Makilahok National Orientation.

IMPORTANT : The winning bidder MUST SIGN the original copy of Purchase Order (P.O.) at DSWD-Central Office, Procurement and Supply Division within three (3) days from the date advance copy was served thru fax. FAILURE to show up and sign the original P.O. means that the bidder is not interested and will be ground for suspension/blacklisting in DSWDs future biddings. 2018040960

MICHELLE C. OXINA
Procurement Officer Tel No. 9318101 local 122-124 Fax No. 951-7116

(Signature over printed name)
Supplier