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 16, 2018

RFQ No. 18-0409 KC-NCDDP Shopping

	Shopping
Add	npany name: ress:
Cor Cor	tact Person: tact Number: npany TIN : geps No.:
Sir/	Madam:
1.	The National Community Driven Development Program (NCDDP) hereby requests you to submit price quotations for the following items in Annex A:
	To assist you in the preparation of your price quotation, we enclose the necessary technical specifications and required quantities.
2.	You may quote for any or more items under this request. Each item shall be evaluated and contract awarded separately to the supplier(s)/ service provider(s) offering the lowest evaluated price on per:
	Item Basis  Total Quoted Lot Basis
3.	Your quotation in duplicate and in the English language, should be accompanied by adequate technical documentation and catalogue(s) and other printed materials or pertinent information in English for each item quoted, including names and addresses of supplier(s)/ service provider(s) providing after sales service facilities in the Philippines.
4.	The deadline for receipt of your quotation (s) by the KC-NCDDP at the address indicated in Paragraph 6 is: - April 20, 2018 at 10:00 am.
5.	Your quotation(s) should be submitted as per the following instruction and in accordance with the Terms and Conditions including the following:
	a. <b>Prices:</b> The prices should be quoted for the supply and Delivery of various item (Pls. refer to Annex A)

- b. **Evaluation of Quotations:** Offers determined to be substantially responsive to the technical specifications will be evaluated by comparison of their prices. In evaluating the quotations, the 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,

MICHELLÉ C. OXINA

Procurement Officer

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

Noted by:

1(anta A 616 H 19-16-4 KARINA ANTONETTE A. AGUDO OIC-Chief, Procurement Planning & Mgt. Division

18-0409

Company Name: Company Address: Contact Person:

Company TIN:

Annex A

RFQ No.

Date:

18-0409

409 KC-NCDDP

April 16, 2018 Shopping

Philgeps Reg. No No. Qty. 25 Unit pax Buffet Table with elegant skirting and complete utensils (plates, glass, spoons and Note: Service Provider should submit menu for approval of the end-user Vegetables) Rice, Desserts and Drinks Guided Buffet of Lunch, minimum of 3 viands (Beef/Pork/Chicken/Fish and Date: May 8 - 11, 2018 Preferred Venue: DSWD Auditorium **Development Workshop** Catering Services for Business Process and Requirement Analysis other Requirements: with Standby Waiter/ Waitress during the activity Time of Serving: 10am AM Snack, 12:00 nn Lunch, 3:00 PM PM Snacks AM Snack, Lunch and PM Snack Type of Serving: Plated AM and PM Snacks with cold drinks xxxxxxxxxnothing followsxxxxxxx Purchaser's Specifications page 1 of 6 pages Please write the detailed specifications in the space provided (Indicate brand, model and country of origin) **Bidder's Specifications** Unit Cost Total Cost

PR NO:

2018040962

Procurement Officer
Tel No. 9318101 local 122-124

MICHELLE C. OXINA

Fax No. 951-7116

PURPOSE:

Catering Service for the conduct of Business Process and Requirement Analysis Development Workshop

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.

(Signature over printed name)
Supplier

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

KC-NCDDP Annex A

Date: RFQ No. April 16, 2018

18-0409

\_Shopping

No.	Qty.	Unit
	25	pax
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MICHELLE OXINA
Procurement Officer
Tel No. 9318101 local 122-124
Fax No. 951-7116

PR NO: PURPOSE:

2018040963

Catering Services for the conduct of Program Manual Toolkit Development Activity

(Signature over printed name)
Supplier

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.

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

Annex A

Date:

18-0409

KC-NCDDP

April 16, 2018 \_Shopping

No.	Qty.	Unit	Purchaser's Specifications	Please write the detailed specifications in the space provided (Indicate brand, model and country of origin)  Unit	Unit Cost T	Total Cos
	25	pax	Catering Services for Risk Treatment Plan Development Workshop			
			Preferred Venue: DSWD Auditorium			-
			Date : June 19-22, 2018			
			Inclusions:			
			AM Snack, Lunch and PM Snack			
			Time of Serving: 10am AM Snack, 12:00 nn Lunch, 3:00 PM PM Snacks			
			Type of Serving: Plated AM and PM Snacks with cold drinks  Guided Buffet of Lunch minimum of 3 visads ( Beef/Dork/Chicken/Fish and			
			Vegetables) Rice, Desserts and Drinks		Vin eri ikki	-
			with Standby Waiter/ Waitress during the activity			2
			Note: Service Provider should submit menu for approval of the end-user			
			other Requirements:			
			Buffet Table with elegant skirting and complete utensils (plates,glass,spoons and forks)			
			xxxxxxxxxxnothing followsxxxxxxxx			,
			page 3 of 6 pages			

PR NO: 2018040964

PURPOSE:

Catering Services for Risk Treatment Plan Development Workshop

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

(Signature over printed name)
Supplier

Company Name : Company Address : Contact Person:

Company TIN: Philgeps Reg. No. Contact No. :

Annex A

Date: April 16, 2018

18-0409

\_Shopping KC-NCDDP

PURPOSE No. Qty. 25 Catering Service for Updating of Integrity Management Plan (IMP) of the KC-NCDDP National Program Management Office Unit pax Buffet Table with elegant skirting and complete utensils (plates, glass, spoons and other Requirements: with Standby Waiter/ Waitress during the activity Guided Buffet of Lunch, minimum of 3 viands (Beef/Pork/Chicken/Fish and AM Snack, Lunch and PM Snack Preferred Venue: DSWD Auditorium NCDDP National Program Management Office Note: Service Provider should submit menu for approval of the end-user Vegetables) Rice, Desserts and Drinks Type of Serving: Plated AM and PM Snacks with cold drinks Time of Serving: 10am AM Snack, 12:00 nn Lunch, 3:00 PM PM Snacks Date: July 10-13, 2018 Inclusions: Catering Service for Updating of Integrity Management Plan (IMP) of the KCxxxxxxxxxnothing followsxxxxxxxx Purchaser's Specifications Please write the detailed specifications in the space provided (Indicate brand, model and country of origin) Bidder's Specifications Unit Cost Total Cost

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

2018040965

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

(Signature over printed name) Supplier

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RFQ No. 18-0409 KC-NCDDP

Date: April 16, 2018 Shopping

Annex A

Philgeps Reg. No.
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Contact No. :
Contact Person :
Company Address :
Company Name .

AM Snack, Lunch and PM Snack Type of Serving: Deam AM Snack, 12:00 nn Lunch, 3:00 PM PM Snacks Guided Buffet of Lunch, minimum of 3 viands ( Beef/Pork/Chicken/Fish and Vegetables) Rice, Desserts and Drinks with Standby Walter/ Walters during the activity Note: Service Provider should submit menu for approval of the end-user other Requirements: Buffet Table with elegant skirting and complete utensils (plates, glass, spoons and long).  Bidder's Specifications Please write the detailed specifications in the space provided (Indicale brand, model and country of origin)  Please write the detailed specifications in the space provided (Indicale brand, model and country of origin)  Please write the detailed specifications in the space provided (Indicale brand, model and country of origin)  Please write the detailed specifications in the space provided (Indicale brand, model and country of origin)  Please write the detailed specifications in the space provided (Indicale brand, model and country of origin)  Please write the detailed specifications in the space provided (Indicale brand, model and country of origin)  Please write the detailed specifications in the space provided (Indicale brand, model and country of origin)  Please write the detailed specifications in the space provided (Indicale brand, model and country of origin)  Please write the detailed specifications in the space provided (Indicale brand, model and country of origin)  Please write the detailed specifications in the space provided (Indicale brand, model and country of origin)  Please write the detailed specifications in the space provided (Indicale brand, model and country origin)  Please write the detailed specifications in the space provided (Indicale brand, model and country origin)  Please write the detailed specifications in the space provided (Indicale brand, model and country origin)  Please write the detailed specifications in the space provided (Indicale brand, model and country origin)  Please write the detailed specifications in the space pr						_							Lot C
Catering Services for Review and Assessment of Operations Manual  Preferred Venue: DSWD Auditorium  Date :August 14-17, 2018  Inclusions:  AM Snack, Lunch and PM Snack  Time of Serving: 10am AM Snack, 12:00 nn Lunch, 3:00 PM PM Snacks  Type of Serving: Plated AM and PM Snacks with cold drinks  Guided Buffet of Lunch, minimum of 3 viands ( Beef/Pork/Chicken/Fish and Vegetables) Rice, Desserts and Drinks  with Standby Waiter/ Waitress during the activity  Note: Service Provider should submit menu for approval of the end-user other Requirements:  Buffet Table with elegant skirting and complete utensils (plates, glass, spoons and forks)  **Example **Ex													
It of Operations Manual  Ich, 3:00 PM PM Snacks cold drinks eef/Pork/Chicken/Fish and pproval of the end-user  pproval of the end-user  pproval of the glass, spoons and													Unit
Bidder's Specifications  Please write the detailed specifications in the space provided (Indicate brand, model and country of origin)	xxxxxxxxxnothing followsxxxxxxxxx	Buffet Table with elegant skirting and complete utensils (plates,glass,spoons and orks)	other Requirements:	Note: Service Provider should submit menu for approval of the end-user	with Standby Waiter/ Waitress during the activity	Type of Serving: Plated AM and PM Snacks with cold drinks Guided Buffet of Lunch, minimum of 3 viands ( Beef/Pork/Chicken/Fish and Vegetables) Rice, Desserts and Drinks	Time of Serving: 10am AM Snack, 12:00 nn Lunch, 3:00 PM PM Snacks	AM Snack, Lunch and PM Snack	Inclusions:	Date :August 14-17, 2018	Preferred Venue: DSWD Auditorium	Catering Services for Review and Assessment of Operations Manual	Purchaser's Specifications
													Bidder's Specifications  Please write the detailed specifications in the space provided (Indicate brand, model and country of origin)
									9				Total Cost

PURPOSE: Catering Services for Review and Assessment of Operations Manual

PR NO: 2018040966

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.

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

(Signature over printed name)
Supplier

Company Name: Company Address: Contact Person:

Contact No. :

Annex A

RFQ No. 10-U

18-0409 April 16, 2018

KC-NCDDP

8 Shopping

Lot No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications  Please write the detailed specifications in the space provided (Indicate brand, model and country of origin)	Unit Cost Total Cost
	35	pax	Catering Services for Writeshop of Operations Manual with Business Process & Requirement Analysis (BPRA)		
			Preferred Venue: DSWD Auditorium		
			Date: September 18-21, 2018		
			Inclusions:		
			AM Snack, Lunch and PM Snack		
			Time of Serving: 10am AM Snack, 12:00 nn Lunch, 3:00 PM PM Snacks		
_			Type of Serving: Plated AM and PM Snacks with cold drinks Guided Buffet of Lunch, minimum of 3 viands (Beef/Pork/Chicken/Fish and Vegetables) Rice, Desserts and Drinks		
			with Standby Waiter/ Waitress during the activity		
			other Requirements:		
			Buffet Table with elegant skirting and complete utensils (plates,glass,spoons and forks)		
			xxxxxxxxxnothing followsxxxxxxxxx		
			page 6 of 6 pages		

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 tuture biddings.

(Signature over printed name)
Supplier

PURPOSE:

2019040967

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

Catering Services for Writeshop of Operations Manual with Business Process & Requirement Analysis (BPRA)