

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

REQUEST FOR QUOTATION

RFQ No. 16-1658 **NP-LV**
Date: November 9, 2016

Company Name : _____
Company Address : _____
Contact Person : _____
Contact No. : _____
Company TIN 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 and/or email through ntbacaling@e-dswd.net and bacsec@dswd.gov.ph not later than 5:00 PM of October 16, 2015.

Very truly yours,

Original Signed

ESTER R. EGAMINO

OIC - Chief, 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) calendar days**
- Good/s shall be delivered within **(Please refer to Annex A)**
- Place of Delivery: **(Please refer to Annex A)**
- Terms of Payment: **within 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: _____
- Supplier must be PhilGEPS registered.

Original Signed
NIDA T. BACALING
Procurement Officer
Tel No. 951-7116/Fax No. 931-6139

(Signature over Printed Name)
Supplier

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Lot No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications (Please write the detailed specifications in the space provided)	Unit Cost	Total Cost
1		lot	Procurement of Board and Lodging for the conduct of Family Development Session Team Consultation and Planning			
			Venue : Metro Manila			
			Date of Activity: December 5-10, 2016			
			Number of Participants: 124			
			Minimum Guaranteed: 110 pax			
			Room Sharing: Triple Sharing (individual beds per pax)			
			Type of Serving: Guided Buffet, minimum of 3 viands, with dessert and drinks, plated AM & PM snacks			
			Schedule of Serving:			
	124	pax	December 5, 2016 (2:00pm check-in time)			
			>Lunch, PM Snacks and Dinner			
	124	pax	December 6-9, 2016 Full Meal			
	124	pax	December 10, 2016 (12:00NN check-out time)			
			>Breakfast and AM Snacks			
			Inclusion:			
			> With individual beds per pax			
			> Free use of function room that can accommodate the total no. of participants with enough space for workshops and should have no pillars that can block the view of the participants and speaker;			
			> Sound proof and well ventilated;			
			> With good sound system, atleast 3 wireless microphones and audio jack (w/ standby audio technician);			
			> Free use and access of strong WIFI connections;			
			> Free use of projectors, whiteboards, erasers, writing pads and pencils;			
			> Free flowing coffee / tea / water with hot and cold water dispenser, nuts and candies during session;			
			> Free 1 secretariat Room;			
			> Free tarpaulin / streamer outside of hotel lobby and in the function room;			
			page 1 of 2			

PURPOSE : **Board and Lodging of the participants for the conduct of Family Development Session Team Consultation and Planning**

PR No. **2016103961**

IMPORTANT : The winning bidder MUST SIGN the original copy of Purchase Order (P.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. means that the bidder is not interested and will be a ground for suspension or blacklisting in DSWD's future biddings.

Original Signed
NIDA T. BACALING
 Procurement Officer
 Telefax No. 951-7116 / 931-6139

 (Signature over printed name)
 Supplier

RFQ No. **16-1658** NP-LVDate: November 9, 2016

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			Note:				
			- Hotel should not offer short -term lodging services, associated with motels and should not be situated beside or across gambling establishment shops, night club, funeral parlor, mortuaries and other similar ilks;				
			- Hotel location should be appropriate for the conduct of professional discussion and conducive for productivity and creative thinking;				
			- Hotel can provide the required number of rooms and should not transfer the participants to another hotel;				
			- Service provider are strictly prohibited to deal any person involved in the activity for any changes/revision/addenda without prior consent/approval of the Procurement Service/Dir. Leonardo C. Reynoso, National Program Manager of Pantawid/Anthony John R. Balisi, Chief Administrative Officer of Administrative Support Division/Ritchell B. Bernardo, Division Chief of Capability Building Division;				
			- Complimentary bottled water per participants in the hotel room, toiletries, and provision of first aid kit as need arises.				
			RATING FACTOR:				
			1. Prevailing cost	10%			
			2. Availability	10%			
			3. Location				
			a. Proximity to Metro Manila, terminals, airports, etc.	10%			
			b. Parking Space	5%			
			4. Functionality				
			a. Structural Condition	10%			
			b. Spacious	10%			
			c. Lighting and Ventilation	10%			
			d. Catering Services	10%			
			e. Other Requirements	10%			
			5. Site Condition				
			a. Sanitation and maintenance	10%			
			b. Nearby establishments	3%			
			c. Security	2%			
			Total	100%			
			Passing Rate:	85%			
			Approved Budget Php 1,116,000.00				
			<i>page 2 of 2</i>				

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 Supplier