

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

REQUEST FOR QUOTATION

RFQ No. 16-1861 NP-LV
Date: December 5, 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.

Please attach together with your quotation/offer/proposal: Copy of your Mayor's/Business Permit

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 bacsec@dswd.gov.ph and [cc to ntbacaling@e-dswd.net](mailto:cc@ntbacaling@e-dswd.net) not later than 12:00 NN of December 7, 2016.



Very truly yours,

Original Signed
ESTER R. EGAMINO
OIC - 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) calendar 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: _____

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

(Signature over Printed Name)
Supplier

WELFARE AND DEVELOPMENT

RFQ No. **16-1861**
Date: December 5, 2016**NP-LV**

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

Lot No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications (Please write the detailed specifications in the space provided)	Unit Cost	Total Cost
			Procurement of Food and Venue for the Conduct of Research Colloquium on Pantawid Pamilya			
			Venue: Metro Manila			
			Date: December 9, 2016			
			Total Budget: 96,000.00			
			Total Number of pax: 80			
			Type of Serving: Guided Buffet, minimum of 3 viands, with dessert and drinks, plated AM and PM snacks			
	80	pax	SCHEDULE OF SERVING:			
			Breakfast: 6:00am to 8:00am			
			Lunch: 11:00am to 12:00nn			
			Snacks: AM - 10:00am, PM- 3:00pm			
			inclusion:			
			- free flowing water, brewed coffee with fresh milk and tea			
			- 1 function hall to accommodate 80 pax			
			- free usage of at least five(5) wireless microphones			
			- free usage of electricity, projector, extension wires, whiteboard			
			- free strong wifi at the function room			
			- free valet, and parking, minimum of five (5)			
			- free pencil, writing pads and tarpaulin, candies during meeting			
			- no pillars in the room			
			- with good sound system with standby audio technician			
			- free use of projectors, whiteboards, erasers			
			- free use of podium			
			page 1 of 2			

PURPOSE : venue for the colloquium

PR No. 2016114173

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

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Annex A

RFQ No. **16-1861** NP-LV
 Date: December 5, 2016

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
			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			
			e. Sanitation and maintenance	10%		
			e. Nearby establishments	3%		
			e. Security	2%		
			Total	100%		
			Passing Rate:	85%		
			Approved Budget PHP 96,000.00			
			<i>page 2 of 2</i>			

PURPOSE : venue for the colloquium
 PR No. 2016114173

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.

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

 (Signature over printed name)
 Supplier