

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
Batasan Pambansa Complex, Constitution Hills, Quezon City  
Tel.Nos. 951-9749, 952-0697 Local: 513-515 Tel.Fax: 931-6139

REQUEST FOR QUOTATION OF GOODS

Date of Request: March 10, 2017

RFQ No. 17-0355 **KC-NCDDP**  
**Shopping**

Company name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Contact Number: \_\_\_\_\_  
Company TIN : \_\_\_\_\_  
Philgeps 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: -  
**on March 14, 2017 at 10:00am**
5. Your quotation(s) should be submitted as per the following instruction and in accordance with the Terms and Conditions including the following:
  - a. **Prices:** 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 final inspection and acceptance of goods.
- 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-tenth (1/10) 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 : 931-61-39  
E-mail Address : [mcoxina@e-dswd.net](mailto:mcoxina@e-dswd.net) / [procurement@dswd.gov.ph](mailto:procurement@dswd.gov.ph)

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

Sincerely,

  
**MICHELLE C. OXINA**  
Procurement Officer

Tel No. 951-7116 / Fax No. 931-61-39

Noted by:

  
**KARINA ANTONETTE A. AGUDO**  
OIC-Chief, Procurement Planning & Mgt. Division

17-0355



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Annex A

RFQ No.

**17-0355**

KC-NCDDP

Date:

March 10, 2017

Shopping

Company Name : \_\_\_\_\_  
 Company Address : \_\_\_\_\_  
 Contact Person : \_\_\_\_\_  
 Contact No. : \_\_\_\_\_  
 Company TIN : \_\_\_\_\_  
 Philgeps Reg. No. : \_\_\_\_\_

Lot No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications <small>Please write the detailed specifications in the space provided (Indicate brand, model and country of origin)</small>	Unit Cost	Total Cost
			<b>Board and Lodging for the Conduct of NCDDP 2016 Year End Program Review and Evaluation Workshop (PREW) on March 20-25, 2017</b>			
			Preferred Venue : Metro Manila			
			Room Sharing : Triple/Quad Sharing with separate bed/ pax			
			<b>March 20-24, 2017 (Live-in)</b>			
	220	pax	Check-in Date and Time : March 20, 2017 at 2:00 NN			
			Check-out Date and Time : March 24, 2017 at 12:00 NN			
			<b>March 20-22, 2017 (Live-in)</b>			
	15	pax	Check-in Date and Time : March 20, 2017 at 2:00 PM			
			Check-out Date and Time : March 22, 2017 at 12:00 NN			
			<b>March 20-24, 2017 (Live-out)</b>			
	22	pax	March 20-24, 2017			
			<b>March 20-24, 2017 (Live-out)</b>			
	6	pax	Break-out Rooms for 1day, March 22, 2017			
			Guaranteed No. of pax 235 for Live-in and 22 for Live-out			
			<b>Schedule of Serving :</b>			
			March 20, 2017 : Lunch, PM Snack and Dinner (257pax)			
			March 21, 2017 : Full Meals (257 pax)			
			March 22, 2017 : Breakfast and AM Snack (257pax)			
			March 22, 2017 : Lunch, PM Snack and Dinner (242pax)			
			March 24, 2017 : Full Meals (242pax)			
			March 24, 2017 : Breakfast and AM Snack (242pax)			

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PURPOSE : For the conduct of 2016 PREW

PR NO : 2017030714

**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/blocklisting in DSWDs future biddings.

MICHELLE C. OXINA  
 Procurement Officer  
 Tel No. 951-7116  
 Fax No. 931-6139

\_\_\_\_\_  
 (Signature over printed name)  
 Supplier

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Annex A

RFQ No. **17-0355** KC-NCDDP

Date: March 10, 2017 Shopping

Company Name : \_\_\_\_\_  
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 Contact Person : \_\_\_\_\_  
 Contact No. : \_\_\_\_\_  
 Company TIN: \_\_\_\_\_  
 PhilGEPS Reg. No. \_\_\_\_\_

Item 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
			<p><i>Continuation:</i></p> <p><b>Type of Serving :</b></p> <p>Plated : AM/PM Snack with cold beverage drink</p> <p>Managed Buffet : Breakfast, Lunch and Dinner (minimum of three (3) viands fish, beef, chicken and vegetables) with soup, dessert / fruits and cold beverage drink. <b>NO PORK and Softdrink (with Muslim participants and seventh day adventist)</b></p> <p><b>Note:</b> Service provider should submit menu for approval of end-user</p> <p><b>Inclusions:</b></p> <ul style="list-style-type: none"> <li>- Fully airconditioned room with television set and complete toiletries</li> <li>- Fully airconditioned function room that can accommodate the 300 pax</li> <li>- Complimentary of one (1) Break-out room good for 50 pax</li> <li>- Free use of whiteboards, eraser, extension wires and cords for laptops and LCD Projector.</li> <li>- Good quality sound system with microphones with at least 10 pcs with standby audio technician.</li> <li>- Complimentary of backdrop tarpaulin in the function</li> <li>- Complimentary of two (2) secretariat room (triple/quadr sharing)</li> <li>- Free strong WIFI Connections</li> <li>- Complimentary of pens and pads with registration table</li> <li>- Hotels should not be offering short term lodging associated with motels</li> <li>- Hotels should not be situated across or beside gambling establishment, casinos and not near funeral parlor.</li> </ul>			

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**MICHELLE O. XINA**  
 Procurement Officer  
 Tel No. 951-7116  
 Fax No. 931-6139

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 (Signature over printed name)  
 Supplier



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 Contact No. : \_\_\_\_\_  
 Company TIN: \_\_\_\_\_  
 PhilGEPS Reg. No. \_\_\_\_\_

Item No.	Qty.	Unit	Purchaser's Specifications	Rating Factors	Bidder's Specifications <small>(Please write the detailed specifications in the space provided Indicate brand, model and country of origin)</small>	Unit Cost	Total Cost
				1. Prevailing Rental Rate (covering all the requirement stated cost benefit analysis)			
				2. Plenary room that can accommodate 300 pax and has at least 8 break-out rooms	30%		
				3. Functionality (space, light and ventilation)	10%		
				4. Facilities and Amenities (free wifi and other amenities)	10%		
				5. Security	10%		
				6. Cleanliness and Maintenance	10%		
				Passing rate : atleast 90%			
				xxxxxxxxxxxxx Nothing Follows xxxxxxxxxxxxx			

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 (Signature over printed name)  
 Supplier