

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Annex A

RFQ No. _____ **KC-NCDDP**
 Date: _____ **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
1			Food and Venue for NIAPIT Quarterly Meetings			
			Preferred Venue: Metro Manila			
			Date and Time: April 27, June 21, Sept. 20, Dec. 12, 2018 at 7:00 AM to 5:00 PM			
			Schedule of Serving:			
		90	pax	April 27, 2018: NIAPIT Meeting Breakfast, AM Snack, Lunch, PM Snack		
		90	pax	June 21, 2018: NIAPIT Meeting Breakfast, AM Snack, Lunch, PM Snack		
		90	pax	Sept. 30, 2018: NIAPIT Meeting Breakfast, AM Snack, Lunch, PM Snack		
		90	pax	Dec. 12, 2018: NIAPIT Meeting Breakfast, AM Snack, Lunch, PM Snack		
				Guaranteed No. of Pax: 90		
				Type of Serving:		
				Plated: AM/PM Snack with cold beverage drink		
				Manage Buffet: Breakfast and Lunch (minimum of three (3) viand with soup, dessert/fruits and cold beverage drink.		
				-Fully airconditioned function room that can accommodate 100 pax		
				-Free use of whiteboards, eraser, extension wires and cords for laptops and LCD Projector.		
				-Good quality sound system with microphones at least 3 pcs with standby audio technician.		
			-Free stron WIFI connections.			
			-Hotels should not be offering short term lodging associated with motels.			
			-Hotels should not be situated across or beside gambling establishment, casinos and not near funeral parlor.			
			xxxxxxxxnothing followsxxxxxxxx			

PURPOSE : **Food and Venue for the conduct of NIAPIT Quarterly Meetings**

PR NO : **2018041023**

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.

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

 (Signature over printed name)
 Supplier