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

# REQUEST FOR QUOTATION

RFQ No. **16-1171** **NP-LV**
Date: September 1, 2016

Company Name : _____
Company Address : _____
Contact Person : _____
Contact 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 ***bacsec@dswd.gov.,ph*** **not later than3:00 PM, September 1, 2016.**

Very truly yours,

(Original Signed)
**KARINA ANTONETTE A. AGUDO**
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)
**SAADA G. LANGCAP**
Procurement Officer
**Tel No. 951-7116/Fax No. 931-6139**
**bacsec@dswd.gov.ph**

_____
**(Signature over Printed Name)**
**Supplier**

Annex A

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

RFQ NO. **16-1171** **NP-LV**
Date: September 1, 2016

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

| Lot No. | Qty. | Unit | Purchaser's Specifications | | Unit Cost | Total Cost |
|---|---|---|---|---|---|---|
| 1 | | lot | Food and Venue for the conduct of the Special National Management Developemnt Conference | | | |
| | | | | | | |
| | | | **Preferred Venue/Hotel :** within Metro Manila | | | |
| | | | **Date of Activity**: September 2, 2016 | | | |
| | | | **Number of Participants:** 75 pax | | | |
| | | | **Type of Serving: PlatedAM & PM Snack and Guided Buffet : Lunch and Dinner** | | | |
| | | | with minimum of 3 viands, soup, desserts, and drinks (to include meals for Muslim or non-pork eater and | | | |
| | | | vegetarian participants); **NO** serving of powdered juice, Cream Dory, Pangaseus and Mahi-Mahi fish | | | |
| | | | **Note: Hotel to submit menu** | | | |
| | | | | | | |
| | | | **Inclusions:** | | | |
| | | | 1. For the conference room: Preferably square not rectangular with window | | | |
| | | | 2. Free use of airconditioned function room | | | |
| | | | 3. Free use of room from 7:00AM to 8:00PM | | | |
| | | | 4. Free use of sound system, rostrum, six microphones, standby audio technician. | | | |
| | | | 5. With registration desk, telephone and extra table for the secretariat | | | |
| | | | 6. With free extension cords and white screen | | | |
| | | | 7. With free flowing coffe, tea and water | | | |
| | | | 8. No additional charges for own equipment (LCD, Laptops, etc.) | | | |
| | | | 9. With free Wi-fi access | | | |
| | | | 10. With standby waiter/s to attend to food concerns | | | |
| | | | 11. Facilities should be PWD Friendly | | | |
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| | | | ***page 1 of 2*** | | | |
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PURPOSE : **For the Conduct of the Special National Management Developemnt Conference**

RIS No. **2016092775**

**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.**

**SAADA G. LANGCAP**
Procurement Officer
**Tel No. 951-7116**
**Fax No. 931-6139**
**bacsec@dswd.gov.ph**

(Signature over printed name)
Supplier

Annex A

**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT**

RFQ No. **16 1171** **NP-LV**
Date: September 1, 2016

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

| Item No. | Qty. | Unit | Purchaser's Specifications | Bidder's Specifications (Please write the detailed specifications in the space provided) | Unit Cost | Total Cost |
|---|---|---|---|---|---|---|
| | | | **Important.** | | | |
| | | | *Hotels should not be offering short-term lodging associated with motels, and should not be situated | | | |
| | | | beside/across gambling establishments or casinos, and other that may touch on cultural sensitivities like mortuaries | | | |
| | | | or morgues and other similar like. | | | |
| | | | RATING FACTOR: | | | |
| | | | 1. Prevailing Rental Rate- **10%** | | | |
| | | | 2. Accessibility | | | |
| | | | 2.1 Proximity to Central Office, tansport terminals, banks, hospital (in case of emergency among others) **- 10%** | | | |
| | | | 2.2 Available slot in parking area **- 5%** | | | |
| | | | 3. Functionality | | | |
| | | | 3.1 Space Requirement - **15%** | | | |
| | | | 3.2 Lights and Ventilation - **15%** | | | |
| | | | 4. Facilities | | | |
| | | | 4.1 Water Supply and Toilet - **10%** | | | |
| | | | 4.2 Internet and Telecommunication - **15%** | | | |
| | | | 5. Security - **10%** | | | |
| | | | 6. Overall Cleanliness and Maintenance - **10%** | | | |
| | | | **TOTAL: 100%; PASSING RATE 80%** | | | |
| | | | xxxxxxxxxx Nothing Follows xxxxxxxxxx | | | |
| | | | **Approved Budget PhP 60,000.00** | | | |
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PURPOSE : **For the Conduct of the Special National Management Developemnt Conference**

RIS No. **2016092775**

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