

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Batasan Pambansa Complex, Constitution Hills,
Quezon City

REQUEST FOR QUOTATION

RFQ No. **16-1639** **NP-LV**

Date: November 8, 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 this form together with Annex A and submit to DSWD BAC Secretariat at Ground Floor, DSWD Central Office, IBP Road, Constitution Hills, Quezon City or **send/email it to bacsec@dswd.gov.ph or fax to 951.7116 or 931.6139 not later than 11 November 2016, 3:00PM.**

Very truly yours,

(ORIGINAL SIGNED)

ESTER R. EGAMINO

OIC, 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)

EVANGELINE A. CO

Procurement Officer

Tel. Nos. 951.7116/931.6139

eaco@dswd.gov.ph

(Signature over Printed Name)

Supplier

RFQ No. **16-1639** NP-LV
Date: November 8, 2016Company Name : _____
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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	Board and Lodging: Program Review and Evaluation Workshop on the Implementation of Comprehensive Program for Street Children, Street Families, and Indigenous People especially Sama-Bajaus			
			Total Approved Budget for the Contract:			
			Three Hundred Twenty Four Thousand Pesos (PhP 324,000.00)			
			Service Provider and Location: 3 to 4 Star Hotel within Metro Manila			
			No. of Pax: 60 pax			
			Date of Activity: 22-25 November 2016			
			Check In Date/Time: 22 Nov 2016/2:00PM			
			Check Out Date/Time: 25 Nov 2016/12:00NN			
			Room Requirement: 20 - triple sharing rooms (individual bed per pax) and 1 complimentary room for Secretariat			
			<u>Inclusions:</u>			
			- two (2) function rooms, each function room must accommodate 30pax			
			- without pillars blocking the side and/or front view			
			- with telephone line intercom system near the conference room			
			- with free wifi in the conference room for the training team and all guest including the guest rooms			
			- with free notepad and pencil/ballpen			
			- with backdrop tarpaulin (banner)			
			- complete audio-visual equipment w/ free use of LCD and white screen, whiteboard and extension chords			
			<u>Set-up of Function Room:</u>			
			- U-shape form			
			- with Secretariat table near the entrance and documenter table in the left or right side participants' table			
			<u>Meals:</u>			
			Guided buffet for breakfast, lunch, dinner			
			Plated for AM and PM Snack			
			With free flowing coffee, water, nuts and candies during session			
			22 Nov 2016 - PM snack and Dinner			
			23-24 Nov 2016 - Breakfast, AM Snack, Lunch, Pm Snack, Dinner			
			25 Nov 2016 - Breakfast, AM Snack, Lunch			
			<i>page 1 of 2</i>			

PURPOSE : **For the conduct of subject activity**RIS No. **2016103551****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)
EVANGELINE A. CO
Procurement Officer
Telefax Nos. 951.7116/931.6139
Email: eaco@dswd.gov.ph_____
(Signature over printed name)
Supplier

