

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Field Office MiMaRoPa Region

1680 F.T. Benitez corner Malvar Sts., Malate, Manila

REQUEST FOR QUOTATION

RFQ No. 2018-09-1390 LOV

Date: October 3, 2018

Company Name :
Company Address :
Contact Person :
Contact No. :
Company TIN :
PhilGEPS Reg. 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 exclusive manufacturer, distributor, or agent in the Philippines for goods listed in Annex A, please attach in your quotation a duly notarized certification to this effect.

Additionally, please attach copies of your Company's Business Permit, PhilGEPS Certificate, latest Income/Business Tax Return and Omnibus Sworn Statement. The Certificate of Platinum Membership may be submitted in lieu of the Mayor's /Business Permit and PHILGEPS Registration Number

Please accomplish and submit this form together with Annex A to DSWD - Procurement Unit at 2nd Floor 1680 F.T. Benitez corner Malvar Sts., Malate, Manila or fax it through numbers: (02) 336-8106 to 07 loc. 111 or email to: dswd4bmimaropaslpprocurement@gmail.com not later than 5:00PM on October 10, 2018 (Wednesday).

Very truly yours,

HARVY B. CALABIO
Administrative Officer V
Procurement Section

[Handwritten signature and date 10/3/18]

Terms and Conditions:

- 1. Award shall be made on per: [] item basis [X] total quoted price [] lot basis
2. Price Validity shall be valid until: One Hundred Twenty (120) Calendar days
3. Good/s shall be delivered on: December 4-7, 2018
4. Place of Delivery: Palawan
5. Terms of Payment: within 15-30 days upon final inspection and acceptance
6. Liquidated Damages/Penalty: In case of failure to make full delivery within the time specified above, the amount of the liquidated damages shall be at least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay shall be imposed.
7. For goods please indicate brand, model and country of origin.
8. In case of discrepancy between unit cost and total cost, unit cost shall prevail.
9. Please indicate warranty:
10. NOTE: Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PhilGEPS). You may visit the PhilGEPS website at www.philgeps.gov.ph to register"

[Handwritten signature]
NADJIBA M. INDAR
Procurement Officer

Cell No: 0939-502-4258
Tel. No: 336-8106 Local 101

Signature Over Printed Name
(Supplier)

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
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RFQ No. 2018-09-1390
 Date: _____ (should be filled up by suppliers)
 MOP: _____ LOV _____

Company Name _____
 Company Address _____
 Contact Person _____
 Contact No. _____
 Company TIN _____
 PhilGEPS Reg. No. _____

Item No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications	Unit Cost	Total Cost
1	91	PAX	BOARD AND LODGING for SLP - POWER UPS DATE OF ACTIVITY: December 4-7, 2018 VENUE: Palawan Guaranteed Pax: 90			
			Type of Room Sharing: Triple Sharing (Single bed per pax) Overnight Accomodation Airconditioned Room with hot and cold shower TV with cable, and free wifi and internet Access			
			Check in Date and Time: 12:00 pm - December 4, 2018 Check out Date and Time: 12:00 pm - December 7, 2018			
			Type of Food Serving: Full Board Meals *December 4: Lunch, PM Snack, Dinner *December 5: Breakfast, AM Snack, Lunch, PM Snack, Dinner *December 6: Breakfast, AM Snack, Lunch, PM Snack, Dinner *December 7: Breakfast, AM Snack			
			<i>(No repeating meal per menu, service provider to submit menu)</i>			
			<i>page 1 of 2</i>			

PURPOSE: Provision of Board and Lodging for the SLP - POWER UPS for the Palawan Batch
 PR No.: 2018-09-1390

IMPORTANT: The winning bidder **MUST SIGN** the original copy of Purchase Order (P.O.) at **DSWD FO MIMAROPA Region**, Procurement Unit within three (3) days from the date advance copy was served thru fax.
FAILURE to show up and sign the original P.O. means the bidder is not interested and will be ground for suspension or blacklisting in DSWD's future biddings.


NAD/EEA M. INDIAR
 Procurement Officer

 (Signature over printed name)

VAT
 Non-VAT

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Item No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications	Unit Cost	Total Cost
			Other Inclusions: (Amenities, Restrictions)			
			1 Complimentary room for RD and ARDO			
			Complimentary Use of Function Room which can house the number of pax indicated, and other Amenities			
			2 Projectors and Screens			
			Good Sound System with 3 wireless Microphones			
			Audio jack, Extension Cords			
			2 Whiteboard with whiteboard marker and eraser			
			Free electricity and extension wire usage for the laptop computers of participants			
			Free wifi connection			
			Free writing pads and pencils for participants			
			Complimentary welcome Tarpaulin			
			Free flowing coffee, tea, chocolate and drinking water			
			Restrictions: The function area/room should be clear of obstructions *****NOTHING FOLLOWS*****			
			Approved Budget Cost: 491,400			
			<i>page 2 of 2</i>			
				Note: Please specify brand/ model/ origin Please fill up the space for Bidder's Specification		
				"Failure to indicate information could be basis for non-compliance."		

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NADIEBA M. INDAR
 Procurement Officer

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VAT
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