

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Field Office MiMaRoPa Region

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

REQUEST FOR QUOTATION

RFQ No. 2018-11-1617 - NP-LOV

Date: November 15, 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 maybe 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: pantawidprocurement4bEmmA@gmail.com not later than 5:00PM on November 19, 2018 (Monday).

Very truly yours,

HARVY B. CAJABIO

Administrative Officer V

Procurement Section

Telefax: 336-8106 to 07 loc. 101 & 111

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. Services shall be delivered on: on the date of conduct of activity
4. Place of Delivery: METRO MANILA
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 sepcified 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. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of contract, the Procuring Entity may rescind or terminate the contract without prejudice to other courses of action and remedies available under the circumstances.
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"

EMMA JOY C. NOLASCO
Procurement Officer

Tel. No: 336-8106 Local 101/Cel. No.0949-4246305

Signature Over Printed Name
(Supplier)

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RFQ No. 2018-11-1617 - NP-LOV
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	63	pax	Board and Lodging for the conduct of Learning and Development Intervention on Strengthening Partnership and Advocacy of Pantawid Pamilya for 3 days			
	50		Date of Activity: November 26-29, 2018 Venue: Metro Manila Check in: November 26, 2018 (12:00nn) - w/ provision of Buffet Lunch, PM Snacks and Buffet Dinner November 27-28, 2018 - Full Meals (Buffet -Breakfast, Lunch, Dinner; Plated -AM and PM Snacks Check out: November 29, 2018 (12:00nn) - w/ provision of Buffet Breakfast and AM Snacks Buffet Meals: 2 Meat, 1 Vegetables, 1 Dessert, 1 Soup, Rice and Drinks (soda/iced) INCLUSION: Triple Sharing (single bed for each pax) Air conditioned room with Hot and Cold Shower w/ cable TV, Free Wifi, Telephone Line Intercom Towel, Shampoo, Toothpaste, soap provided I complimentary room for secretariat FUNCTION ROOM: Fully air-conditioned room, spacious for activities No Pillars Can accommodate all participants in one venue Available from 1st day to last day, 12 nn to 12 nn	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.		
guaranteed pax						

PURPOSE: For the conduct of Learning and Development Intervention on Strengthening Partnership and Advocacy of Pantawid Pamilya
PR No.: 2018-11-1617 - NP-LOV
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.

EMMA JOY C. NOLASCO *[Signature]*
Procurement Officer

Tel: 336-8106 Local 101/Fax No: 336-8106 Local 111/Email: pantawidprocurement@emna@gmail.com

(Signature over printed name)
Supplier

VAT
 Non-VAT

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RFQ No. 0
Date: _____
MOP: _____
LOV _____

(Should be filled up
by suppliers)

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

Purchaser's Specifications

Item No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications	Unit Cost	Total Cost
			FACILITIES: Free use of projector w/ screen, speaker podium, sound system w/ 4 micro-phones, telephone line, whiteboard and whiteboard marker and eraser Registration area Free use of Wi-Fi Internet Free flowing water, coffee, and candies At least one standby attendant OTHER PROVISIONS: Welcome Streamer/tarpaulin Provision for one night socialization Hotel to submit menu *****NOTHING FOLLOWS***** APPROVED BUDGET FOR THE CONTRACT: Php340,200.00	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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