

**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT**

IBP Road, Constitution Hills, Quezon City  
Tel. Nos. 931-8101 Local 122 and 124; Telefax: 931-6139

**REQUEST FOR QUOTATION OF GOODS**

Date of Request: **May 29, 2017**

RFQ No. **17-0734 KC-NCDDP Shopping**

Company name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Contact Number: \_\_\_\_\_  
Company TIN: \_\_\_\_\_  
PhilGEPS Reg. No.: \_\_\_\_\_

Sir/Madam:

1. The National Community Driven Development Program (NCDDP) hereby requests you to submit price quotations for the following items in Annex A:

To assist you in the preparation of your price quotation, we enclose the necessary technical specifications and required quantities.

2. You may quote for any or more items under this request. Each item shall be evaluated and contract awarded separately to the supplier(s)/ service provider(s) offering the lowest evaluated price on per:

Item Basis     Total Quoted     Lot Basis

3. Your quotation in duplicate and in the English language, should be accompanied by adequate technical documentation and catalogue(s) and other printed materials or pertinent information in English for each item quoted, including names and addresses of supplier(s)/ service provider(s) providing after sales service facilities in the Philippines.
4. The deadline for receipt of your quotation by the KC-NCDDP at the address indicated in Paragraph 6 is: - **on June 2, 2017 at 12:00 noon.**
5. Your quotation should be submitted as per the following instruction and in accordance with the Terms and Conditions including the following:
  - a. **Prices:** The prices should be quoted for the Board and Lodging services. (Pls. refer to Annex A)
  - b. **Evaluation of Quotations:** Offers determined to be substantially responsive to the technical specifications will be evaluated by comparison of their prices. In evaluating the quotations, the Purchaser will adjust any arithmetical errors as follows:
    - i. where there is a discrepancy between the amounts in figures and in words, the amount in words will govern;
    - ii. where there is a discrepancy between the unit rates and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern;
    - iii. If a Supplier refuses to accept the correction, his quotation will be rejected.

In addition to the quoted price, the evaluated price shall include Value Added Tax and other necessary taxes as specified herein.

- iv. **Award of Purchase Order:** The award will be made to the bidder offering the lowest evaluated price that meets the technical and financial requirements.
- v. **Validity of the Offer:** Your quotation should be valid for a period of forty-five (45) calendar days from the deadline for receipt of quotation(s) indicated in paragraph 4 of this Request for Quotation.
- vi. If the **supplier/service provider** withdraw the quotation during the validity period and/or refuse to accept the award of a contract when and if awarded, then the supplier(s)/service provider(s) will be excluded from the list of NCDDP suppliers for the project for two years.
- Terms of Payment: Fifteen (15) to Thirty (30) Calendar Days upon final inspection and acceptance of goods.
- vii. If the **supplier/service provider** does not start the delivery or perform the services under the contract/PO within 15 days (after signing of the contract) without valid reason acceptable to the procuring entity (DSWD), the contract may be terminated through a notice to be issued by the head of the procuring entity (HOPE); the procuring entity shall proceed to negotiate with the succeeding responsive supplier/s; otherwise re-canvass.
- viii. **Liquidated damages/penalty:** In case of failure to make the full delivery within the time specified in the delivery terms, penalty of **one-tenth (1/10) of one percent (1%)** of the undelivered cost for every day of delay shall be imposed.

6. Further information can be obtained from: Maricris Jacinto

Telephone : 9316139 or 931-8101 to 07 local 122-124  
Fax : 931-61-39  
E-mail Address : mejacinto@dswd.gov.ph / procurement@dswd.gov.ph

7. Please confirm by fax or e-mail the receipt of this request and whether or not you will submit the price quotation(s)

Sincerely,



**MARICRIS JACINTO**  
Procurement Officer  
Tel No. 951-7116 / Fax No. 931-61-39

Noted by:

*Karina Antonette A. Agudo 25-21-17*  
**KARINA ANTONETTE A. AGUDO**  
OIC-Chief, Procurement Planning & Mgt. Division

RFQ No. 17-0734

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 Company Address : \_\_\_\_\_  
 Contact Person : \_\_\_\_\_  
 Contact No. : \_\_\_\_\_  
 PhilGEPS Reg. No. : \_\_\_\_\_  
 Company TIN : \_\_\_\_\_

Item No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications (Please fill out the detailed specifications in the space provided)	Unit Cost	Total Cost
1	lot		Board and Lodging for the conduct of "Consultation Dialogue with Indigenous People (IP) Tribal Leaders" Preferred Venue/Location: Region I (La Union, Pangasinan, Ilocos Sur, Ilocos Norte)			
			Date of Activity: June 21 to 24, 2017			
			Total Number of Pax: Sixty-eight (68) pax			
			Room Accommodation:			
			Room Sharing/Occupancy: Triple/Quad Sharing with separate bed per pax			
			Check-In Date and Time: June 21, 2017 (Wednesday) at 2:00 p.m. for 68 pax			
			Check-Out Date and Time: June 24, 2017 (Saturday) at 12:00 noon for 68 pax			
			Meals:			
			Type of Serving:			
			Plated: AM and PM Snacks with cold beverage drink			
			Manage Buffet: Breakfast, Lunch and Dinner (minimum of 3 viand, Beef, Fish, Chicken and Vegetables) with soup, dessert/fruits and cold beverage drink			
			Schedule of Serving:			
			June 21, 2017 - Dinner (for 68 pax)			
			June 22 - 23, 2017 - Full Meals (for 68 pax)			
			June 24, 2017 - Breakfast, AM Snack, Lunch and PM Snack (for 68 pax)			
			Inclusions:			
			- Fully airconditioned room with television set and complete toiletries			
			- Fully airconditioned function room that can accommodate 80 pax			

PURPOSE : For the conduct of "Consultation Dialogue with Indigenous People (IP) Tribal Leaders" on June 21-24, 2017

PR No. 2017051510

IMPORTANT : The winning bidder MUST SIGN the original copy of Purchase Order (P.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. means that the bidder is not interested and will be a ground for suspension or blacklisting in DSWD's future biddings.

  
 MARICRIS JACINTO  
 Procurement Officer

\_\_\_\_\_  
 (Signature over printed name)

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			- Complimentary of four (4) Break-out rooms good for 20 to 30 pax			
			- Complimentary use of laptops and LCD projector			
			- Good quality sound system with microphones four (4) pieces with standby audio technician			
			- Complimentary backdrop tarpaulin in the function room			
			- Complimentary of one (1) secretariat room (Triple/Quad sharing)			
			- Free strong WIFI Connections			
			- Complimentary of pens and pads with registration table			
			- Hotels should not be offering short term lodging associated with motels.			
			- Hotels should not be situated across or beside gambling establishments, casinos and not near funeral parlor.			
			<b>Rating factors</b>	<b>Weight</b>		
			1. Prevailing Rental Rate (covering all the requirements stated in cot benefit analysis)	25%		
			2. Functionality (space, light and ventilation)	25%		
			3. Facilities and Amenities (free wifi and other amenities)	20%		
			4. Security	20%		
			5. Cleanliness and Maintenance	10%		
			<b>Total:</b>	<b>100%</b>		
			Passing rate: At least 90%			

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**MARICRIS JACINTO**  
 Procurement Officer

Trunkline: 9318101 to 07 loc. 122 & 124  
 Telefax No. 931-6139/ 951-7116

\_\_\_\_\_  
 (Signature over printed name)