

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Field Office IX, Zamboanga City

REQUEST FOR QUOTATION

RFQ NO. \_\_\_\_\_

DATE: 11/10/2020

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 the descriptive brochures, catalogues, literatures

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 fo-9 on or before Nov. 18, 2020 @ 10:00 AM

Very truly yours,

MA. CORAZON E. SUMICAD  
CAO

Terms and Conditions:

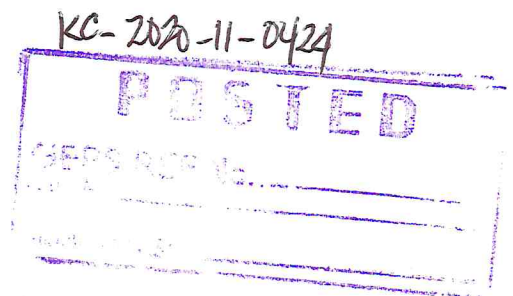
- Award shall be made on per: Item Basis
- Quotation validity shall not be less than 45 days
- Good/s shall be delivered at ;
- Place of Delivery: Ipil, Zamboanga Sibugay
- Terms of payment: 30 DAYS AFTER ACTIVITY
- Liquidated Damages/Penalty ONE-TENTH (1/10) OF ONE PERCENT FOR EVERY DAY DELAY SHALL BE IMPOSED.
- Indicate brand, model and country of origin.: \_\_\_\_\_
- In case of discrepancy between unit cost and total cost, unit cost shall prevail.
- Warranty: \_\_\_\_\_
- Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PhilGEPS). You may visit Philgeps website at [www.philgeps.gov.ph](http://www.philgeps.gov.ph) and register for free.

Renato G. Fojas  
Regional Procurement Officer

(signature over printed  
Supplier

PHILGEPS NO.: \_\_\_\_\_

PHILGEPS EXPIRY: \_\_\_\_\_




COMPANY NAME:  
COMPANY ADDRESS:  
CONTACT PERSON:  
CONTACT NO.:

ANNEX A: RFQ  
RFQ NO.:  
DATE: 10-Nov-20

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS		ABC	BIDDER'S SPECIFICATIONS		UNIT COST	TOTAL COST
44		pax	3 meals and 2 snacks with accomodation - Nov. 23-24, 2020						
44		pax	Breakfast, Am Snacks, lunch - 25, 26 Nov 2020						
			XX						
			I. VENUE & ROOM REQUIREMENT						
			* 100 seating - capacity venue						
			* provision of floor and directional markings in the venue to ensure social distancing (seat plan and buffet queueing area)						
			* Provision of footbath in every room and venue entrance						
			* free use of LCD projector						
			* 44 rooms single occupancy only, 100% in house accomodation						
			II. FOOD REQUIREMENTS						
			* 2 vlands, 1 soup, rice with fruit dessert						
			* free - flowing coffee at the venue						
			* no pork menu						
			** please refer attached CB Health Protocol Standards for further requirements **						
			Take note :						
			Business/Mayor's permit shall be issued upon receipt of Purchase Order.						
			If total amount is above fifteen thousand (50,000.00) Omnibus Sworn Statement is required.						

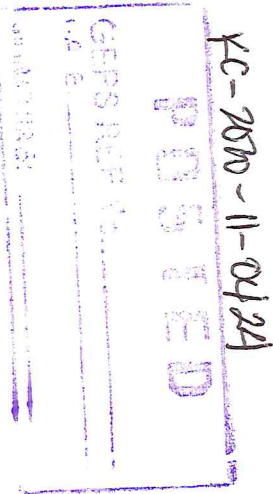
PURPOSE: For the consumption of participants during the conduct of ACT's Learning Session on DROP Implementation on November 16-18, 2020 in Ipi, Zamboanga Sibugay.

P.R. NO.  
IMPORTANT: The winning bidder must sign the Original copy of Purchase Order (P.O.) with in five (5) days from the date of receipt. Failure to sign the original P.O means that the bidder is not interested and will be a ground to suspension or blacklisting in DSWD's future biddings.

  
RENATO G. FOJAS  
APPROVEMENT OFFICER

CANVASSER

(SIGNATURE OVER PRINTED NAME)  
SUPPLIER



Activity: ACT Learning Session on Drop  
Date: Nov 16-18  
Venue: Ipil, ZSP

Date	Meal				
	Breakfast	AM Snacks	Lunch	PM Snacks	Dinner
11/16/2020	Fried Rice Boiled Egg Longganisa Fruit	Chicken Siopao with juice	Plain Rice Chicken Escalope In Teriyaki Sauce Law-uy Kilawin Fish Mixed Seafoods & Veggies. In Oyster Sauce Cake	02 Pieces Turon with Iced Tea or Juice in Glass	Beef Steak Filipino Mixed Vegetables Crispy Fried Shrimps Plain Rice Banoffee Pie
11/17/2020	Fried Rice Scrambled Egg Fried Bangus Fruit	Tuna Sandwich with Juice	Plain Rice Mixed Vegetables Pansit Guisado Fried Chicken Fish Tinola Fruit Salad	Beef Burger Juice	Fish Fillet with Mornay Sauce Battered Chicken Nipa Hai Plain Rice Butter Scotch Bar
11/18/2020	Fried Rice and/or Plain Rice Tortang Talong Chicken Longganisa Banana	Spaghetti with toasted bread with four seasons and/or pineapple juice (in can)	Plain Rice Fish Fillet with Tartar Sauce (Big Slice) Spicy Chicken Curry Corn Soup Bihon Macaroni Salad		

Prepared by:

  
RONALD CSZAR F. VILLANO  
RTO

Approved by:

  
NARRABELLE Z. BUE  
RPC



Rating Guide

	Rating Guide	Percentage	
I	Availability (40%)	100%	
II	Location and Site Condition (10%)		
	1. Accessibility	60%	
	2. Parking	40%	
		100%	
III	Neighborhood Data (15%)		
	1. Sanitation and Health Condition	40%	
	2. Police & Fire Station	30%	
	3. Restaurant	20%	
	4. Banking and Postal	10%	
		100%	
IV	Venue (35%)		
	a. Structural Condition	20%	
	b. Functionality		
	b.1 Conference Room	10%	
	b.2 Room arrangement (compliant to safety and health regulation)	10%	
	b.3 light, ventilation, and air conditioning	5%	
	b.4 Space Requirements	5%	
	c. Facilities		
	c.1 Water Supply and Toilet	5%	
	c.2 Lighting System	5%	
	c.3 Elevators	2%	
	c.4 Fire Escape	3%	
	c.5 Firefighting Equipment	3%	
	c.6 Internet and Telecommunication	5%	
	c.7 Audio and visual Equipment	5%	
	d. Other Reqts		
	d.1 Maintenance	4%	
	d.2 Attractiveness	4%	
	d.3 Security	4%	
	e. Catering Service	7%	
	f. Client's Satisfactory Rating	3%	
		100%	
I	Availability	100% x (.4)	
II	Location and Site Condition	100% x (.1)	
III	Neighborhood Data	100% x (.15)	
IV	Venue	100% x (.35)	
	Passing Rate 80%		

Prepared by:

  
Ronald Eszar F. Villano  
RTO III