

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 _____, 2020 @ 5:00 PM

Very truly yours,

MA. CORAZON G. SUMICAD
CAO

Terms and Conditions:

- Award shall be made on per: ___ Item Basis X Lot Basis
- Quotation validity shall not be less than 45 days
- Good/s shall be delivered at ;
- Place of Delivery: Zamboanga City
- Terms of payment: 30 DAYS AFTER ACTIVITY
6. 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 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
10	pax	3 meals and 2 snacks - Nov. 16-17, 2020 (Sibugay Group)					
10	pax	Breakfast, Am snacks, Lunch - Nov. 18, 2020 (Sibugay Group)					
10	pax	Pm snacks, Dinner - Nov. 18, 2020 (Norte Group)					
10	pax	3 meals and 2 snacks - Nov. 19, 2020 (Norte Group)					
10	pax	Lunch, Pm snacks, Dinner - Nov. 25, 2020 (Sur Group)					
10	pax	3 meals and 2 snacks - Nov. 26 -27, 2020 (Sur Group)					
		XX					
		I. VENUE & ROOM REQUIREMENT					
		* 30 seating - capacity venue					
		* provision of floor and directional markings in the venue to ensure social distancing (seat plan and buffet queuing area)					
		* free use of LCD projector					
		* 27 rooms single occupancy only, 100% in house accommodation					
		II. FOOD REQUIREMENTS					
		* 2 viands, 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 from November 16 - December 2, 2020 in Zamboanga City.

PR. 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
 PROCUREMENT OFFICER
 CANNASSER

(SIGNATURE OVER PRINTED NAME)
 SUPPLIER

KE-2020-11-0922
POSTED
 GEPS REF. No. _____
 DATE: _____
 SIGNATURE: _____