

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Field Office IX, Zamboanga City

REQUEST FOR QUOTATION

RFO 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

X Lot Basis

Terms and Conditions:

1. Award shall be made on per: _____ Item Basis
2. Quotation validity shall not be less than 45 days
3. Good/s shall be delivered at ;

4. Place of Delivery: _____
Lilooy, Zamboanga Del Norte
5. 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.
7. Indicate brand, model and country of origin: _____

8. In case of discrepancy between unit cost and total cost, unit cost shall prevail.
9. Warranty: _____

10. 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.

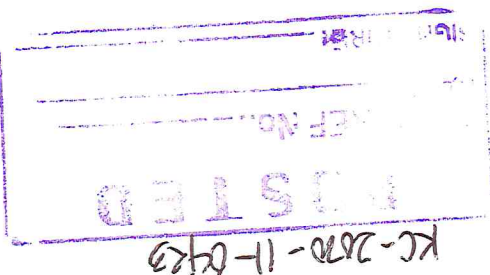
Remato G. Fojas

Regional Procurement Officer

(signature over printed
Supplier

PHILGEPS NO.:

PHILGEPS EXPIRY:



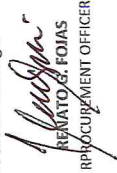
COMPANY NAME:
COMPANY ADDRESS:
CONTACT PERSON:
CONTACT NO.:

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

ITEM NO.		QTY.	UNIT	PURCHASER'S SPECIFICATIONS		ABC	BIDDER'S SPECIFICATIONS		UNIT COST	TOTAL COST
	40		pax	Lunch, Pm Snacks, Dinner with Accomodation - Nov. 18, 2020						
	40		pax	Breakfast, Am Snacks, lunch, Pm Snacks, dinner w/ Accomodation - Nov. 19-20, 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						
				* 40 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.						

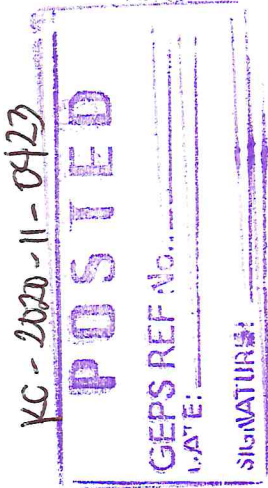
PURPOSE: For the consumption of participants during the conduct of ACTs Learning Session on DROP implementation on November 18-20, 2020 in Liloy, Zamboanga Del Norte.

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 fo suspension or blacklisting in DSWD's future biddings.


RENATO C. FOJAS
PROCUREMENT OFFICER

CANVASSER

(SIGNATURE OVER PRINTED NAME)
SUPPLIER



	Rating Guide	Percentage
I	Availability (40%)	100%
II	Location and Site Condition (10%)	
	1. Accessibility	60%
	2. Parking	40%
III	Neighborhood Data (15%)	100%
	1. Sanitation and Health Condition	40%
	2. Police & Fire Station	30%
	3. Restaurant	20%
	4. Banking and Postal	10%
IV	Venue (35%)	100%
	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 Czar F. Villano
RTO III