

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

REQUEST FOR QUOTATION

RFQ NO. _____
DATE: 11/10/2020

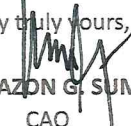
COMPANY NAME :
COMPANY ADDRESS :
CONTACT PERSON :
CONTACT NO. :
COMPANY TIN NO :

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. 16, 2020 @ 9:00 AM

Very truly yours,

MA. CORAZON G. SUMICAD
CAO

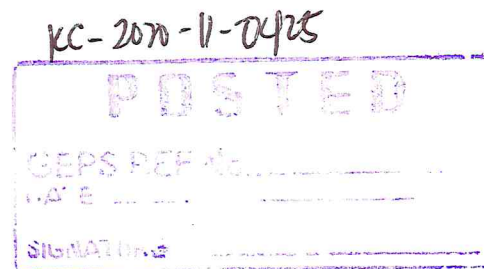
Terms and Conditions:

- 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
20	pax			3 meals and 2 snacks w/ accomodation - November 30, 2020						
20	pax			Breakfast, Am Snacks, Lunch Pm Snacks, Dinner w/ Accomodation - December 1-2, 2020						
				XX						
				I. VENUE & ROOM REQUIREMENT						
				* 20 rooms w/ single occupancy is highly prepared, however maximum of 2 pax per room sharing only.						
				* 50 seating - capacity venue						
				* provision of floor and directional markings in the venue to ensure social distancing (seat plan and buffet queuing area)						
				* Provision of footbath in every room and venue entrance						
				* free use of LCD projector						
				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 ACTs Learning Session on DROP Implementation on November 30 -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.

[Signature]
REMY G. FOJAS
REPROCUREMENT OFFICER

(SIGNATURE OVER PRINTED NAME)
SUPPLIER

[Signature]
CANVASSER
Hibonada

KC-2020-11-0425
POSTED
GEPS RCF No.
DATE:
SIGNATURE:

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 Czar F. Villano
RTO III