

DEPARTMENT OF SOCIAL WELFARE & DEVELOPMENT
Field Office XII, Koronadal City

REQUEST FOR QUOTATION

Company Name: _____
Address _____
Contact Person: _____
Contact No.: _____

RFQ No.: **2020-07-0514**
RECANVASS
Date: **9/9/2020**

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. Also, furnish us with descriptive brochures, catalogues, literatures and/or samples, if applicable.

If you are the exclusive manufacturer, distributor or agent in the Philippines for the goods listed below, please attach in your quotations a duly notarized certification to this effect.

Please accomplish and submit this form together with Annex A to DSWD-BAC Secretariat at DSWD Field Office XII, Purok Bumanaag, Brgy. Zone III, Koronadal City or email at procurement.fo12@dswd.gov.ph on or before September 14, 2020, 10:00 A.M.

Very truly yours,


SAIFODEN T. BATABOR
Head, Procurement Section

TERMS AND CONDITIONS:

1. Award shall be made on per: item basis total quoted
2. Quotations validity shall not be less than 30 days.
3. Good/s or Services shall be delivered a per schedule
4. Place of Delivery: KORONADAL CITY
5. Terms of Payment: n/30
6. Liquidated Damages/Penalty: one-tenth (1/10) of one percent for every day of delay shall be imposed on the u
7. Must be PhilGEPS registered.
8. Indicate brand, model and country of origin.
9. In case of discrepancy between unit cost and total cost, unit cost shall prevail.
10. Warranty:

(Signature over Printed Name)
Supplier

(Annex A)

DEPARTMENT OF SOCIAL WELFARE & DEVELOPMENT
Field Office XII, Koronadal City

RFQ No.:
Date:

2020-07-0514 RECANVASS
9/9/2020

Company Name: _____
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Contact No.: _____
BIR TIN Number: _____

VAT NON-VAT

ITEM NO.	QUANTITY	UNIT	PURCHASER'S SPECIFICATION	BIDDER'S SPECIFICATION	UNIT COST	TOTAL
1	27	pax	Accommodation and Food Catering for 11 LGUs with 2 participants per LGU @ 1,500.00 per day for 2 days			
			Specifications:			
			A. Room Accommodation			
			*Only single to double room occupancy is allowed (Fully air-conditioned)			
			*Sanitation kit shall be provided for each guest which may include 70% solution alcohol - based sanitizers, disinfectant sprays, face masks, disposable gloves and rags.			
			*Trash bins must be provided inside the guest room. A separate trash bag or bin intended for used PPE such as face mask, gloves and other sanitation wasted materials must be provided.			
			*Adequate supply of soaps, alcohol-based hand sanitizer, toilet paper and paper towels in the restrooms must be ensured.			
			B. Meals Requirement			
			(Breakfast) coffee/ choco/ tea drinks; plain rice; egg; breakfast viands/ veg selection; fruits			
			(AM Snack) heavy snack served with cold beverage in can/ bottle			
			(Lunch) 4 viands with rice, 1 vegetable, 1 dessert, 1 soup and cold beverage in can/bottle/glass			
			(PM Snack) heavy snack served with cold beverage in can/bottle			
			(Dinner) 4 viands with rice, 1 vegetable, 1 dessert, 1 soup and cold beverage in can/bottle/glass			
			*Serving of individually - packed meals using biodegradable packaging is encouraged.			
			*Banquet tables that can accommodate ten (10) guests must accommodate only five (5) guests.			
			C. Function Rooms			
			*Free use of function room that can accommodate number of participants for plenary and breakout rooms until 10pm (for night sessions) whenever necessary (us of breakout rooms should be specified with dates)			
			*Tables shall be arranged such that the distance from back of one chair to the back of another chair shall be more than 1 meter apart and the guests face each other from a distance of at least 1 meter.			
			*Function room should have no pillars that can block the view of participants and speaker.			
			*With good sound system with at least 3 microphones and audio jack (audio technician on standby)			
			*Free use of LCD projector, wide screen and electrical connections including extension cords for the use of participants and secretariat.			
			*Free use of whiteboard and eraser			
			*Free flowing coffee/tea/water with hot and cold water dispenser.			
			*With 2 standby waiters			
			*CCTV Protected			
			*Function venues must be disinfected during break time or after every meeting or event.			
			*Function venues must have limited capacities to ensure physical distancing.			
			D. Other Amenities			
			1. Free secretariat room for every 30 participants.			
			2. With hot and cold shower.			
			3. Free use of hotel amenities,			
			4. Discount at the business center for fax, printing, photocopying, etc.			
			E. Notes			
			* Hotel location must be appropriate for the conduct of professional discussion and conducive or productivity and creative thinking.			

		*Hotel should not be offering short-term lodging associated with motels and should not be situated beside or across gambling establishments / casinos and should not beside or across funeral parlor.		
		*Hotel can provide the required number of rooms and should not transfer participants to another hotel.		
		*NO PORK MENU		
		*Sanitizing mats must be available at all entry points.		
		*Cleaning and disinfection measures in common areas (e.g lobby, restrooms, halls, corridors, elevators, etc.) must be given to objects that are frequently touched such as elevator button, handles, handrails, switches, doorknobs, kitchen surfaces, etc.		
		*Information, Education and Communication (IEC) materials on proper hand-washing, respiratory etiquette, and proper use of face mask must be posted in conspicuous areas, particularly at the restrooms and other wash areas.		
		VENUE: within KORONADAL CITY		
		Approved Budget Ceiling: ₱81,000.00		
			Please fill up the space for Bidder's Specifications.	
			Failure to indicate could be basis for non-compliance.	
Purpose:	ORIENTATION ON TARGET LGUs ON THE IMPLEMENTATION OF DIFFERENT SOCIAL TECHNOLOGY PROGRAMS			

IMPORTANT: The winning bidder MUST SIGN the original copy of Purchase Order (PO) or Latter Order (LO) at DSWD Field Office XII, Property and Supply Unit within three (3) days from the date advance copy was served thru fax.
 FAILURE to show up and sign the original PO means that the bidder is not interested and will be a ground for suspension/blacklisting in DSWD's future biddings.

Canvassed by:

Certified by:

 (Signature over printed name)
 Canvasser

SAIFODEN T. BATABOR
 Head, Procurement Section

 (Signature over printed name)
 Supplier