DEPARTMENT OF SOCIAL WELFARE & DEVELOPMENT Field Office XII, Koronadal City Company Name: RFQ No.: 2020-09-0589 Address Date: 9/17/2020 Contact Person: Contact No.: □ VAT□ NON-VAT BIR TIN Number ITEM NO. QUANTITY UNIT PURCHASER'S SPECIFICATION BIDDER'S SPECIFICATION **UNIT COST** TOTAL Accommodation and Catering Services ( 1 day live in) pax Specification: A. Room Accommodation 1. NO Triple sharing in a room with aircondition and linens, blankets, free complimentary soap and shampoo, towels, plush towels, and free provisions replenished daily; 2. Maximum of fifty percent (50%) operational capacity 3. Wearing of face masks and maintenance of social distancing protocols; 4. Conduct of temperature checks; 5. Ensure the availability of disinfectants as these measures are part of the new normal recommendation to all establishments by the government. B. Meals Requirements 1. Managed buffet breakfast with 3 viands, with additional choices of bread, fresh fruits, and coffee/coco/tea drinks 2.Managed buffet lunch and dinners with 3 viands inclusive of appetizer/soup and dessert 3. Plated AM/PM snacks serve with cold beverage in can/bottle (over and above free flowing coffee) (choices of viands: fish, beef, chicken and vegetables) C. Function Room/Hall 1. Free use of function room with fully aircondition that can accommodate number of participants for plenary until 8 p.m for night session 2. With good sound system with atleast 2 microphones and audiojack (audio technician on standby) 3. conductive function room for learning that is sound proof, well lighted and 4. Free and strong wi-fi connection (within room and function hall) Free use of LCD projectors, wide screen at least 1 and electrical connections including extension cords for the use of participants and secretariat 6. Free use of whiteboard, whiteboard marker and eraser (replace it when empty) 7. Free flowing coffee/tea/water with hot and cold water dispenser 8. With 2 standby waiters 9.CCTV Protected 10.Free 5 tables for gallery presentation if necessary D. Others Amenities 1. Free tarpaulin/backdrop (outside of hotel/lobby and in the function room) 2. Discount of the business center for fax, printing, photocopying, etc. 3. Free use of hotel amenities Hotel Location must be appropriate for the conduct of professional discussion and conductive for productivity and creative thinking Hotel should not be offering short-term lodging associated with motels and not be situated beside or across funeral parlor 3. Hotel can provide required number of rooms and should not transfer participants to another hotel No Pork Serve Venue: Within General Santosl City Approved Budget Ceiling: 66,000.00 Delivery of Terms: "As Per Schedule' Approved Budget Ceiling: ₱66,000.00 Please fill up the space for Bidder's Specifications . Failure to indicate could be basis for non-compliance.

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.

Purpose: ANNUAL PLANNING WORKSHOP

Canvassed by:

	SAIFODEN T. BATABOR	
(Signature over printed name)	Head, Procurement Section	(Signature over printed name)
Canyasser		Supplier

Certified by:

## DEPARTMENT OF SOCIAL WELFARE & DEVELOPMENT

Field Office XII, Koronadal City

## REQUEST FOR QUOTATION

Company Name:		RFQ No.:	2020-09-0589
Address		Date:	9/17/2020
Contact Person:		_	
Contact No.:			
Sir/Madam:			
Please quote your government price/s including delivery charges, VAT or in Annex A. Also, furnish us with descriptive brochures, catalogues, literat		ental expenses f	or the goods listed
If you are the exclusive manufacturer, distributor or agent in the Philippine notarized certification to this effect.	s for the goods listed below, please at	tach in your quot	ations a duly
Please accomplish and submit this form together with Annex A to DSWD-Koronadal City or email at procurement.fo12@dswd.gov.ph on or before		XII, Purok Buma	anaag, Brgy. Zone III,
	Very	truly yours,	
	C	1 .	
	SAIFODE	N Ť. BATABOR	ł
	Head, Pro	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 and services shall be delivered "As Per Schedule"			
4. Place of Delivery: General Santos City			
<ul><li>5. Terms of Payment: n/30</li><li>6. Liquidated Damages/Penalty: one-tenth (1/10) of one percent for every</li></ul>	day of delay shall be imposed on the		
7. Must be PhilGEPS registered.	day of delay shall be imposed on the t		
Indicate brand, model and country of origin.			
9. In case of discrepancy between unit cost and total cost, unit cost shall p	orevail.		
10. Warranty:			
	(Signature o	over Printed Nam	ne)
		Supplier	