DEPARTMENT OF SOCIAL WELFARE & DEVELOPMENT

Field Office XII, Koronadal City

REQUEST FOR QUOTATION

Company Name:		RFQ No.:	2020-09-0590
Address		Date:	9/18/2020
Contact Person:		_	
Contact No.:			
Sir/Madam:			
Please quote your government price/s including delivery charges, V/in Annex A. Also, furnish us with descriptive brochures, catalogues,		idental expenses	for the goods listed
If you are the exclusive manufacturer, distributor or agent in the Philinotarized certification to this effect.	ppines for the goods listed below, please	attach in your quo	tations a duly
Please accomplish and submit this form together with Annex A to DS Koronadal City or email at procurement.fo12@dswd.gov.ph on or be		e XII, Purok Bum	anaag, Brgy. Zone III,
	Ve	ry truly yours,	
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	SAIFO	DEN Ť. BATABOF	₹
	Head, P	rocurement Section	on
TERMS AND CONDITIONS:			
•	sis [] total quoted		
2. Quotations validity shall not be less than 30 days.			
Good/s and services shall be delivered "As Per Schedule" Place of Polivery Conoral Sentes City			
4. Place of Delivery: General Santos City5. Terms of Payment: n/30			
6. Liquidated Damages/Penalty: one-tenth (1/10) of one percent for a	every day of delay shall be imposed on the	e undelivered item	n/s
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 s	shall prevail.		
10. Warranty:			
	<u> </u>	Delete d No.	
	(Signature	e over Printed Nar Supplier	ne)
		Cappiloi	

Canvassed by:

(Annex A)			DEPARTMENT OF SOCIAL WEL	FARE & DEVELOPMENT		
Company N	Name:		Field Office XII, Ko		RFQ No.:	2020-09-0590
Address:				-	Date:	9/18/2020
Contact Pe Contact No	-			-		
BIR TIN Nu	-			VAT NON-VAT		
ITEM NO.	QUANTITY	UNIT	PURCHASER'S SPECIFICATION	BIDDER'S SPECIFICATION	UNIT COST	TOTAL
1	50	pax	Accommodation and Catering Services (3 days live in)			
			Specification:			
			A. Room Accommodation NO Triple sharing in a room with aircondition and linens, blankets, free			
			complimentary soap and shampoo, towels, plush towels, and free provisions replenished daily;			
			Maximum of fifty percent (50%) operational capacity;			
			Wearing of face masks and maintenance of social distancing protocols;			
			4. Conduct of temperature checks;			
			Ensure the availability of disinfectants as these measures are part of the new normal recommendation to all establishments by the government.			
			B. Meals Requirements			
			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			
			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)			
			(choices of viands: fish, beer, 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)			
			Conductive function room for learning that is sound proof, well lighted and ventilated			
			Free and strong wi-fi connection (within room and function hall)			
			5. 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			
			Free tarpaulin/backdrop (outside of hotel/lobby and in the function room) Discount of the business center for fax, printing, photocopying, etc.			
			Free use of hotel amenities			
			E. Notes			
			Hotel Location must be appropriate for the conduct of professional discussion and conductive for productivity and creative thinking			
			2. Hotel should not be offering short-term lodging associated with motels and not be situated beside or across funeral parlor			
			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: 270,000.00			
			Delivery of Terms: "As Per Schedule"			
Арр	roved Budge	t Ceiling:	₱270,000.00			
				Please fill up the space for Bidder's Specifications.		
				Failure to indicate could be basis for non-compliance.		
				non-compliance.	1	1

Purpose: INTEGRATED PERFORMANCE REVIEW AND EVALUATION

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.

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

Certified by: