

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
#40 North Drive, Baguio City
KALAHI-CIDSS NATIONAL COMMUNITY DRIVEN DEVELOPMENT PROJECT

REQUEST FOR QUOTATION OF GOODS/SERVICES

RFQ No. 2017-11-188 NCDDP

Date: 11/10/2017

Company Name:
Address:
Contact Person:
Contact Number:

Sir/Madam :

1. The National Community Driven Development Project (NCDDP) hereby requests you to submit price quotations for the following items in Annex A:
2. You may quote for any or more items/lot under this request. Each item/lot shall be evaluated and contract awarded separately to the supplier(s)/service provider(s) offering the lowest evaluated price on per:

Item Basis Total Quoted Lot Basis

3. Your quotation in duplicate and in the English language and should be accompanied by adequate technical documentation and catalogue(s) and other printed materials or pertinent information in English for each item quoted, including names and addresses of supplier(s)/service provider(s) providing after sales service facilities in the Philippines.

4. The deadline for receipt of your quotation(s) by the KC-NCDDP at the address indicated in Paragraph 6 is on: 11/15/2017

Telephone : (074) 444-8129
Fax : (074) 442-7917
E-mail Address : cddp.car@gmail.com

5. Your quotation(s) should be submitted as per the following instruction and in accordance with the Terms and Conditions including the following:

- a. **Prices:** The prices should be quoted for supply and delivery to **DSWD - CAR**.
- b. **Evaluation of Quotations:** Offers determined to be substantially responsive to the technical specifications will be evaluated by comparison of their prices. In evaluating the quotations, the Purchaser will adjust any arithmetical errors as follows:

- i. Where there is a discrepancy between the amounts in figures and in words, the amount in **words** will govern;
- ii. Where there is a discrepancy between the unit rates and the line item total resulting from multiplying the unit rate by the quantity, the **unit rate as quoted** will govern;
- iii. If a Supplier refuses to accept the correction, his quotation will be rejected.

In addition to the quoted price, the evaluated price shall include Value Added Tax and other necessary taxes as specified herein.

- iv. **Award of Purchase Order:** The award will be made to the bidder offering the lowest evaluated price that meets the technical and financial requirements.
- v. **Validity of the Offer:** Your quotation(s) should be valid for a period of up to forty five (45) days from the deadline for receipt of quotation(s) indicated in paragraph 4 of this Request for Quotation.
- vi. If the **supplier(s)/service provider(s)** withdraw the quotation during the validity period and/or refuse to accept the award of a contract when and if awarded, then you will be excluded from the list of NCDDP suppliers for the project for two years.
- vii. If the **supplier(s)/service provider(s)** does not start the delivery or perform the services under the contract/PO/LO/JO within 7 working days (upon receipt of the purchase order/contract) without valid reason acceptable to the procuring entity (DSWD), the contract may be terminated through a notice to be issued by the head of the procuring entity (HOPE); the procuring entity shall proceed to negotiated with the succeeding responsive supplier(s); otherwise re-canvass.
- viii. **Liquidated damages/penalty:** in case of failure to make the full delivery within the time specified in the delivery terms, a penalty of one percent of the undelivered cost for everyday of delay shall be imposed.

6. Further information may be obtained from:

KC-NCDDP's Address: DSWD-CAR #40 NORTH DRIVE, BAGUIO CITY
Telephone: (074) 444-8129 Fax: (074) 442-7917
E-mail Address: cddp.car@gmail.com

7. Please confirm by fax/e-mail the receipt of this request and whether or not you will submit the price quotation(s)

Sincerely,


ANNA PAMELA B. BAGUILAT
OIC-Head Procurement Unit

Name and Signature of Canvasser

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
40 North Drive, Baguio City

Annex A : RFQ

RFQ No. **2017-11-188 NCDDP**
Date: November 10, 2017

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

Lot No.	Qty.	Unit	Purchaser's Specifications	Bidders Specifications <small>(Please include detailed specifications in the space provided)</small>	Unit Cost	Total Cost
			Board and Lodging			
			Arrival			
	74	pax	Dinner			
	74	pax	Lodging			
			Day 1			
	88	pax	Breakfast			
	88	pax	AM Snacks			
	88	pax	Lunch			
	88	pax	PM Snacks			
	88	pax	Dinner			
	74	pax	Lodging			
			Departure			
	74	pax	Breakfast			
TOTAL						
***Preferred Menu Specifications				COMPLY (Please Check)	CANNOT COMPLY (Please check)	
Breakfast:						
Dish 1 - Beef/Pork/Chicken						
Dish 2 - Fish/Seafood, Vegetable						
AM Snacks:						
Combination of: (Pastry/Sandwich/Pasta/Salad/Cake)						
Lunch:						
Dish 1 - Beef/Pork/Chicken						
Dish 2 - Fish/Seafood						
Dish 3 - Vegetable						
PM Snacks:						
Combination of: (Pastry/Sandwich/Pasta/Salad/Cake)						
Dinner:						
Dish 1 - Beef/Pork/Chicken						
Dish 2 - Fish/Seafood						
Dish 3 - Vegetable						
***All meals served with rice, plain /fried						
***Free-flowing drinking water, coffee and tea						
***Meals and Snacks inclusive of juice/soda						
***Lunch and Dinner inclusive of Dessert/Fruits and Soup						

** PLS. AVOID ERASURES/IF UNAVOIDABLE, PLS. AFFIX YOUR INITIAL ON ALL ERASURES

PURPOSE : MPDC's and SB's Conference (Board and Lodging)
PR No 2017-11-097 NCDDP

Important: The winning bidder MUST SIGN in the original copy of Purchase Order (P.O.) or Letter Order (L.O.) within three (3) days from the date of receipt. FAILURE to sign the original P.O. / L.O. means that the bidder is not interested and will be a ground for suspension or blacklisting in DSWD's future biddings.
NOTE : Procurement procedure in accordance with KC NCDDP Procurement Guidelines for components 2&3 (2014)

Carlo Ray Diase
AO IV - Procurement

Signature over printed name
SUPPLIER

Republic of the Philippines
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
 Cordillera Administrative Region
 Baguio City

The following are the **TRAINING REQUIREMENTS** necessary for the conduct of activity to wit:

TRAINING REQUIREMENTS	COMPLIANCE		Remarks
	Can Comply	Cannot Comply	
I. Accommodation and function halls			
Conference halls have no post in the center and with wide spaces to post output materials. Can accommodate the required number of participants			
Lodging can accommodate the expected number of participants. Should provide free rooms for secretariat.			
Twin, triple or quadruple in a room and STRICTLY ONE BED PER PERSON . There should be provision of toiletries such as soap, shampoo, toothbrush with toothpaste. Room charges are based on the actual billeted participants and not on the number of rooms occupied.			
Free use of conference halls			
II. Food			
The items indicated in the menu should be followed inclusive of free flowing coffee, tea, and mineral water. A different menu should be provided in case of vegetarian participants. Serving should be buffet.			
Charges on meals should be based on the actual number of servings.			
III. Hotel Logistics			
Provision of first aid kit with basic medicines.			
With one standby hotel staff to assist the secretariat per classroom throughout the duration of the activity.			
With standby DJ/sound system operator per classroom to assist in the operation of sound system.			
Free use of wi-Fi/internet			
Free use of LCD Projector, sound systems, audio jacks (2), 2-4 wired and wireless microphones			
Availability of phone near the session halls			
Availability of extension cords			
Free welcome banner/tarpaulin.			

IMPORTANT: The organizers reserve the right to evaluate bids as to specifications needed by the training prior to bid opening.

I hereby certify that I have read, understood and agree the terms and conditions contained herein.

 Name of Supplier/Service provider

 Date