

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Annex A

Note: Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PhilGEPS). You may visit the PhilGEPS website at www.philgeps.gov.ph and register for free."

RFQ No. 343
Date: 18-Apr-22

Company Name: _____
Company Address: _____
Contact Person: _____
Contact No.: _____
PhilGEPS Reg. No.: _____
Company TIN: _____

Lot No.	Qty.	Unit	Purchaser's Specifications	Unit Cost per Item	Bidder's Specifications (Please fill out the detailed specifications in the provided)	Unit Cost	Total Cost
	25 pax	job	Meals and Accomodation				
			1 and 1/2 day				
			Amenities:				
			* Air-conditioned Function Room				
			* Free Sound System and Accessories				
			* Free White Board and LCD Screen				
			* Free use of LCD Projector and Laptops				
			* Free Backdraft				
			* Flowing coffee				
			* Available vehicle to ferry participants to and fro the bus terminal				
			* Ample space for parking				
			Room:				
			* 2 pax in a room				
			Food:				
			* 2 Lunch, 1 PM snack, 1 Dinner, 1 Breakfast and AM snack				
			(1 set of breakfast)				
			(3 buffet meals inclusive of 4 varities of viand with rice, dessert and drinks)				
			(2 snacks inclusive of 1 set of snack with drinks)				
			Snack				
			* 1 set of am snacks				
			* 1 set of pm snacks				
			*****NOTHING FOLLOWS*****				

PURPOSE: PSU/ARRS - Orientation on ISO 9001: 2015

PR No. 22-04-0343

IMPORTANT: The winning bidder MUST SIGN the original copy of Purchase Order (P.O) upon receipt of the P.O. FAILURE to sign the original P.O means that the bidder is not interested and will be a ground for suspension or blacklisting in DSWD's future biddings.

ARNEL V. RADAZA
Procurement Officer

Signature over Printed Name

Company Name: _____
Company Address: _____
Contact Person: _____
Contact No. : _____
Philgeps Reg. No. : _____
Company TIN: _____

RFQ No.: 343
Date: 18-Apr-22

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 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 in **Annex A** please attach in your quotation a duly notarized certification to this effect.

As a condition for award, you will be required to submit your Mayor's/Business Permit. The Certificate of Platinum Membership may be submitted in lieu of the Mayor's/Business Permit and PhilGEPS Registration Number.

Please accomplish and submit this form together with Annex A and all the required documents to DSWD – BAC Secretariat at Procurement Unit, DSWD Field Office 10, Masterson Avenue, Upper Carmen, Cagayan de Oro City or email it to bac.fo10@dswd.gov.ph not later than _____ of _____. Quotations submitted to different email address as stated above shall not be considered for evaluation.

Very Truly Yours,

ARNEL V. RADAZA

DSWD 10 Procurement Officer

Terms and Conditions:

- Award shall be made on per: Item Basis Total Quoted Price Lot Basis
- Quotation validity shall be _____
- Goods/Services shall be delivered/conducted within 15 Working days upon receipt of PO
- Place of Delivery DSWD Field Office 10
- Terms of Payment: 15-30 days after the inspections

Payment through LDDAP-ADA (List of Due and Demandable Accounts Payable-Advice to Debit Account).

Account Name: _____ Account Number: _____

Bank Name _____ Branch: _____

*Note: Non Land Bank of the Philippines accounts shall be charged a service fee.

- Liquidated Damages/Penalty: *In case of failure to make full delivery within the time specified above, the amount of the liquidated damages shall be at least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten (10%) of the amount of the contract, the Procuring Entity may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances.*
- For goods, please indicate brand, model and country of origin.
- In case of discrepancy between unit cost and total cost, unit cost shall prevail.
- Please indicate Warranty _____
- In case of a tie, the contract shall be awarded to the supplier or service provider who first submitted its quotation.
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ARNEL V. RADAZA
Procurement Officer

(Signature Over Printed Name) SUPPLIER