

Republic of the Philippines  
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
Field Office 10

## PROOF OF RECEIPT

**RFQ No.** 23-05-0829-SHOPPING KC-AF

**Date:** 05/22/2023

**Items:** *Fullboard Accommodation*

**Purpose:** KC NCDDP PROGRAM ASSESSMENT AND REVIEW (CLUSTER 3 AND 4)

Company Name	Representative	Position/ Designation	Date	Signature

\_\_\_\_\_  
**Name & Signature of Canvasser**

**GOODS AND NON-CONSULTING SERVICES**

**REQUEST FOR QUOTATION (RFQ)**

**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
KALAHI CIDSS-NATIONAL COMMUNITY DRIVEN DEVELOPMENT PROGRAM (KC-NCDDP)  
Field Office 10  
Masterson Avenue Upper Carmen, Cagayan de Oro City  
(088) 858-8959**

**REQUEST FOR QUOTATION OF GOODS**

Date of Request: 22 May 2023

RFQ No 23-05-0829-SHOPPING KC-AF

**Company Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Contact Number:** \_\_\_\_\_

Sir/Madam

1. The National Community Driven Development Program (NCDDP) hereby requests you to submit price quotations for the following items in Annex A:

To assist you in the preparation of your price quotation, we enclose the necessary technical specifications and required quantities

2. You may quote for any or more items under this request. Each item 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, 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: **05/26/2023.**
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 of **fullboard accommodation for KC NCDDP PROGRAM ASSESSMENT AND REVIEW (CLUSTER 3 AND 4)** to be delivered at **the venue of activity.**
- 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.

## National Community Driven Development Program (NCDDP) Procurement

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 six (6) months from the deadline for receipt of quotation(s) indicated in paragraph 4 of this Request for Quotation.

vi. If the **supplier/service provider** withdraws the quotation during the validity period and/or refuses to accept the award of a contract when and if awarded, then the supplier(s)/service provider(s) will be excluded from the list of NCDDP suppliers for the project for two years.

vii. If the **supplier/service provider** does not start the delivery or perform the services under the contract/PO tentatively on June to December 2023 (subject for confirmation 5 days prior the actual date of activity) 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 negotiate 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 every day of delay shall be imposed.

6. Further information can be obtained from:

Company Name: **KC-NCDDP**

Address: **Masterson Avenue, Upper Carmen, Cagayan de Oro City**

Contact Person: **Vir Jun V. Miñoza**

Contact Number: **09267384791**

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

Sincerely,

ARNEL V. RADAZA

Procurement Officer

National Community Driven Development Program (NCDDP) Procurement

ANNEX A. RFQ

RFQ No. 23-05-0829-SHOPPING KC-AF

Date: 22 May 2023

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact No.: \_\_\_\_\_

Lot No.	Qty	Unit	Purchaser's Specifications	Supplier/Service Provider's Specifications (Please write the detailed specification in the space provided)	Unit Cost	Total Cost
1			<b>FULLBOARD ACCOMMODATION</b>			
			Number of Days	2 days/meeting		
	75	pax	Tentative Date	November 2023		
			<b>AMENITIES:</b>			
			<b>VENUE</b>			
			Free Wi-Fi Access			
			Free LCD Projector			
			Free White Board and LCD Screen			
			Fully Air Conditioned			
			Free Sounds System and Accessories w/ Operator			
			Parking Area can accommodate 30-50 Vehicles			
			Function must have accessible CR w/ tissue and soap provisions			
			<b>MEALS</b>			
			Rice, 3-Viands, Side Dishes, Desserts, Fruits & Drinks			

National Community Driven Development Program (NCDDP) Procurement

			<i>Inclusive Breakfast</i>			
			<i>Inclusive AM snacks with drinks</i>			
			<i>Inclusive lunch</i>			
			<i>Inclusive PM snacks with drinks</i>			
			<i>Inclusive Dinner</i>			
			<i>Free flowing coffee</i>			
			<i>Standby Hot and Cold water dispenser</i>			
			<b><i>BILLETING</i></b>			
			<i>3-4 Pax in a room</i>			
			<i>Comfort Room with soap, tissue, shampoo towels Daily Provisions</i>			
			<i>Provision of bottled water daily basis</i>			
			<i>***** Nothing Follows *****</i>			

PURPOSE: FULLBOARD ACCOMMODATION FOR KC NCDDP PROGRAM ASSESSMENT AND REVIEW (CLUSTER 3 AND 4)

PR No. 2023-05-0829

**IMPORTANT:** The winning supplier/Service Provider MUST SIGN 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.

**ARNEL V. RADAZA**  
Procurement Officer

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Supplier