

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

REQUEST FOR QUOTATION

RFQ No. 14-01-028 **MCC**  
Date: January 14, 2014

Company Name : \_\_\_\_\_  
Company Address : \_\_\_\_\_  
Contact Person : \_\_\_\_\_  
Contact No. : \_\_\_\_\_

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.

Please accomplish and submit this form together with Annex A to DSWD - Procurement and Supply Unit at # 40 North Drive Baguio City or fax it through number 442-7917 on or before, **January 21, 2014 at 10:00 AM.**

Very truly yours,

  
**LANY HAZEL G. DIAZ**  
Head, Property and Supply Section

Terms and Conditions:

- Award shall be made on per:  item basis  total quoted price.  Lot Basis
- Quotation validity shall be **Thirty (30) days**
- Good/s shall be delivered within **upon general conditions**
- Delivery of RFQ: DSWD-CAR, North Drive, Baguio City
- Terms of Payment: within 15-30 days upon final inspection and acceptance.
- Liquidated Damages/Penalty: (1/10) of one percent for everyday of delay shall be imposed.
- Indicate brand, model and country of origin.
- In case of discrepancy between unit cost and total cost, unit cost shall prevail.
- Warranty: \_\_\_\_\_

  
**Carlo Ray Diase**  
Procurement Assistant, CDDP-MCC  
Fax: 442-7917; Tel: 444-8129

\_\_\_\_\_  
(Signature over Printed Name)  
**Supplier**

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

Annex A

RFQ No. **2014-01-028 MCC**  
 Date: January 14, 2014

Company Name : \_\_\_\_\_  
 Company Address : \_\_\_\_\_  
 Contact Person : \_\_\_\_\_  
 Contact No. : \_\_\_\_\_

Item No.	Qty.	Unit	Purchaser's Specifications		Unit Cost	Total Cost
			Food and Accommodation			
			Day 0 - February 4			
1	44	serving	PM Snack			
2	44	serving	Dinner			
3	36	pax	Lodging			
			Day 1 - February 5			
5	40	serving	Breakfast			
6	44	serving	AM Snack			
7	44	serving	Lunch			
8	44	serving	PM Snack			
9	44	serving	Dinner			
10	36	pax	Lodging			
			Day 2 - February 6			
11	40	serving	Breakfast			
12	44	serving	AM Snack			
13	44	serving	Lunch			
14	44	serving	PM Snack			
15	44	serving	Dinner			
16	36	pax	Lodging			
			Day 3 - February 7			
17	40	serving	Breakfast			
18	44	serving	AM Snack			
19	44	serving	Lunch			
			***			
***Inclusive of free flowing coffee, tea, chocolate drink and mineral water from breakfast to dinner						

**NOTE:**

<b>Approved budget: Php</b>	<b>175,800.00</b>
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**Charged to: MCC Share 88%; KC-GOP Share 12%**

*\*\* Interested parties should have a **VALID** and **UPDATED** BUSINESS PERMIT, BIR CERTIFICATION WITH TIN AND DTI CERTIFICATION, SANITARY PERMIT (FOR CATERING SERVICE ONLY)*

**\*\* PLS. AVOID ERASURES/IF UNAVOIDABLE PLS. AFFIX INITIAL ON ERASURES**

**PURPOSE :** Regional Fiduciary Workshops in CAR

RIS No. 2014-01-011 MCC

**NOTE :** Procurement procedure in accordance with KC MCC FM Guidelines No. 1 (March 2011)

\_\_\_\_\_  
**Signature over printed name**  
 CANVASSER

\_\_\_\_\_  
**Signature over printed name**  
 SUPPLIER



**DSWD**  
Department of Social Welfare and Development

Republic of the Philippines  
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
Cordillera Administrative Region  
Kapit-Bisig Laban sa Kahirapan Comprehensive and  
Integrated Delivery of Social Services

## SPECIFICATION FOR FOOD AND ACCOMMODATION

The following are the **TRAINING REQUIREMENTS** necessary for the conduct of **Regional Fiduciary Workshop** to wit:

TRAINING REQUIREMENTS	COMPLIANCE		Remarks
	Can Comply	Cannot Comply	
<b>I. Accommodation and function halls</b>			
Conference halls (no post in the center) can accommodate the required number of participants.			
Lodging can accommodate the expected number of participants. Should provide free room for secretariat			
Twin, triple or quadruple in a room and <b>STRICTLY ONE BED PER PERSON</b> . There should be provision of toiletries such as soap, shampoo, toothbrush with toothpaste. <b>Room charges are based on the actual billeted participants</b> and not on the number of rooms occupied.			
Free use of conference halls			
<b>II. Food</b>			
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.			
Charges on meals should be based on the actual number of servings.			
<b>III. Hotel Logistics</b>			
With one standby hotel staff to attend to and assist the training team throughout the duration of the training.			
With standby DJ/sound system operator to assist in the operation of sound system.			
Free use of wi-Fi/internet-ready conference hall and rooms			
Free use of LCD Projector, sound systems, audio jacks (2), 2-4 wired and wireless microphones per group			
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

## REGIONAL FIDUCIARY WORKSHOPS

February 4-7, 2014

March 4-7, 2014

### MENU

#### Day 1

Breakfast	AM SNACK	LUNCH	PM SNACK	DINNER
Steamed rice Ham and egg Vegetables Soup Dessert	Slice Cake Fresh fruit juice	Steamed rice Pork Fish Vegetables Soup and Dessert	Pizza Canned/bottled juice	Steamed rice Chicken Fish Vegetables Soup and Dessert

#### Day 2

Breakfast	AM SNACK	LUNCH	PM SNACK	DINNER
Steamed rice Longganiza and fried fish Vegetable Salad Soup Dessert	Clubhouse Sandwich Fruit Juice	Steamed rice Beef Fish Vegetables Soup and Dessert	Spaghetti Canned/bottled juice	Steamed rice Pork Fish Vegetable Soup and Dessert

#### Day 3

Breakfast	AM SNACK	LUNCH	PM SNACK
Steamed rice Fish and hotdog vegetables Soup Dessert	Canton Mami Canned/bottled juice	Steamed rice Chicken Fish Vegetables Soup and Dessert	Native delicacy Fresh fruit juice

#### Notes:

- A different menu will be provided in case there will be vegetarian participants
- Inclusive of free overflowing coffee, tea, chocolate drink, and mineral water from breakfast to dinner