

REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
Regional Office 5 PBN-Buraguis Legazpi City  
KALAHI-CIDSS NATIONAL COMMUNITY DRIVEN DEVELOPMENT PROGRAM

REQUEST FOR QUOTATION

RFQ No.: 1509-0772 KC NCDDP

Date: 17 NOV 2015

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

Sir/Madam:

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

To assist you in preparation of your quotation, we enclosed 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 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:

20 NOV 2015

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 in the furnish of **CATERING SERVICES FOR THE ORGANIZATIONAL DEVELOPMENT AND MANAGEMENT TRAINING (ODM)** to be delivered in **SAN FERNANDO, MASBATE**.
- b. **Evaluation of Quotations:** Offers determined to be substantially responsive to the technical specifications will be evaluated by comparisons of their prices. In evaluating the quotations, the purchaser will adjust any arithmetical errors as follows:
  - i. Where there is discrepancy between the amount in figures and in words, the amount in words will govern;
  - ii. Where there is discrepancy between the unit rates and in the line item total resulting from multiplying the unit rate by the quantity, the units 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 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/service provider** withdraw the quotation during the validity and/or refuse to accept the award of contract when and if awarded, then you will be excluded from the list of NCDDP suppliers for the project for (2) two years.
  - vii. If the **supplier/service provider** does not start the delivery or perform the services under the contract/PO within 7 days (upon receipt of the purchase order/contract) without 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 one percent of the underlined cost for every day of delay shall be imposed.

6. Further information can be obtained from: ARJAY M. MARQUEZ

Delivery Address	<u>Buraguis, Legazpi City</u>
Telephone	<u>820-4637</u>
Fax	<u>480-5347/480-5754/480-5350</u>
Email Address	<u>fo5@dswd.gov.ph</u>

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

Sincerely:

  
GILBERTO R. LOGRONIO  
AO II SECTION HEAD



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
Regional Office 5, PBN-Buraguis, Legazpi City

RFQ No.: 1509-0772 KC NCDD  
DATE: 17 NOV 2015

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

Item no.	Qty	Unit	Purchaser's Specifications	Bidder's Specification ( Please write the detailed specification in the space provided)	Unit Cost	Total Co
			To furnish <b>CATERING SERVICES</b> during the conduct of the Organizational Development and Management (ODM) Training			
			<b>SAN FERNANDO, MASBATE</b>			
			<b>Batch 1</b>			
50	pax		<b>November 24-25, 2015</b>			
			Food (AM Snacks, Lunch and PM Snacks)		P	P
			<b>Batch 2</b>			
41	pax		<b>November 26-27, 2015</b>			
			Food (AM Snacks, Lunch and PM Snacks)		P	P
			<b>Type of Serving: Guided Buffet</b>			
			Will Serve - with three (3) viands: a.)fish, b.)vegetables and c.) meat			
			>with rice, dessert,soup, and drinks ice tea and fruit for drink (Menu shall be provided by the caterer)			
			<b>Amenities:</b>			
			Free flowing coffee mineral/ purified drinking water			
			In case of fortuitous event or other circumstances that the number of participants is reduced, adjustment will be made prior to the conduct of the activities and in the next succeeding day(s).			
			<b>ESTIMATED COST: 63,700.00</b>			P

Purpose: To furnish catering services During the conduct of the Organizational Development and Management (ODM) Training

PR/RIS No. 1509-0772 KC NCDDP

IMPORTANT: The winning bidder 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.

\_\_\_\_\_  
Canvasser's Signature Over Printed Name

\_\_\_\_\_  
(Supplier's Signature over printed name)