

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. 2017-11-192 NCDDP

Date: 11/22/2017

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: 11/27/2017

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 15 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.

**2017-11-192**

Date:

November 22, 2017

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

Item No.	Qty.	Unit	Purchaser's Specifications	Bidders Specifications <i>(Please include detailed specifications in the space provided)</i>	Unit Cost	Total Cost
			<b>Supplies</b>			
1	138	piece	CD RW 700mb with case			
2	1850	piece	Folder, Tagboard, Legal, Brown			
3	111	piece	Notepad, 3"x3"			
4	222	ream	Paper, A4 80 gsm			
5	37	piece	Rubber Stamp (See attached specifications)			
6	78	piece	Signpen, liquid/gel ink, 0.5mm, black			
7	37	piece	Stamp pad, felt			
8	1'5	unit	Storage box, cartoon, heavy duty, 10.25"x12.5"x15.75" single pack, with cover			
			TOTAL			
****Nothing Follows****						
<b>** PLS. AVOID ERASURES/IF UNAVOIDABLE, PLS. AFFIX YOUR INITIAL ON ALL ERASURES</b>						

**PURPOSE :** PURCHASE OF KC NCDDP ACT OFFICE SUPPLIES-SAVINGS  
**PR No** 2017-11-101

**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 G. Diase  
AO IV - Procurement

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