

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Batasan Pambansa Complex, Constitution Hills, Quezon City
Tel.Nos. 951-9749, 952-0697 Local: 513-515 Tel.Fax: 931-6139

REQUEST FOR QUOTATION

RFQ No.: **17-1737** KC-NCDDP Shopping
Date: November 28, 2017

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

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 on **December 14, 2017 at 3:00pm**

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 the supply and Delivery of various item (Pls. refer to Annex A)

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 forty five (45) calendar 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 period and/or refuse 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.

• **Terms of Payment:** Fifteen (15) to Thirty (30) Calendar Days upon final inspection and acceptance of goods.

vii. If the **supplier/service provider** does not start the delivery or perform the services under the contract/PO within 15 days (after signing of the 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 negotiate with the succeeding responsive supplier/s; otherwise re-cavass.

viii. **Liquidated damages/penalty:** In case of failure to make the full delivery within the time specified in the delivery terms, penalty of one-tenth (1/10) of one percent (1%) of the undelivered cost for every day of delay shall be imposed.

6. Further information can be obtained from: Michelle C. Oxina

Telephone 9316139 or 931-8101 to 07 local 122-124

Fax 951-71-16

E-mail Address bacsec@dswd.gov.ph Quotations submitted to different fax number(s) or email address(es) as stated above shall not be considered for evaluation.

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

Sincerely,



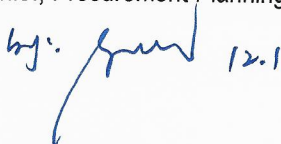
MICHELLE C. OXINA

Procurement Officer

Tel No. 931-61-39 / Fax No. 951-71-16

Noted by:

KARINA ANTONETTE A. AGUDO
OIC-Chief, Procurement Planning & Mgt. Division



17-1737

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Annex A

RFQ No. **17-1737** KC-NCDDP Shopping

Date: November 28, 2017

Company Name : _____
 Company Address : _____
 Contact Person : _____
 Contact No. : _____
 Company Tin No. : _____
 PhilGeeps Reg. No. _____

Lot No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications (Please write the detailed specifications in the space provided)	Unit Cost	Total Cost
250	pcs.		<p>Project: HIRING OF SERVICE PROVIDER FOR THE DEV'T & PRODUCTION OF DSWD KALAHI-CIDSS MUSIC ALBUM</p> <p>Qualifications:</p> <ol style="list-style-type: none"> at least five (5) years of progressive experience in the music production industry must have produced at least three (3) albums or EPs (commercial or otherwise) in the past five (5) years must be authorized to produce music compilation/albums an evaluation rating not lower than 90 <p>TECHNICAL SPECIFICATIONS:</p> <p>Materials: Standard CD, 4.7 in. with printed top; Standard digipack size, 5.5in x 5.5 in per panel</p> <p>Color: Full color replicated CD's, album cover, digipack and panel design</p> <p>Other Works: Mastered music album, autoplay CD fit for CD player, computer and music applications; with the CD info & file tagging; CD Packaging: 4-panel digipack with clear disc tray, pocket and insert; INSERT (lyrics) : Accordion-type, three-panel insert with back-to-back printing; UV Spot lamination cover only</p>			
DELIVERABLES & SCHEDULE OF PAYMENTS						
			DELIVERABLE	TIMELINE		PAYMENT
			Orientation with DSWD Kalahi-CIDSS	3 days after issuance of Notice to Proceed		
			Submission of proposed CD/compiled songs/music album & packaging design studies (at least three)	10 days after the NPMO's submission of recorded songs for music album production		
			submission of revisions on compiled songs/music album & packaging design study (up to two revisions only)	3 days after the NPMO's submission of comments		20%

PURPOSE: For Hiring of a service provider to develop & produce the DSWD Kalahi-CIDSS music album.
 PR No. 2017103562

IMPORTANT : The winning bidder **MUST SIGN** the original copy of Purchase Order (P.O.) at DSWD-Central Office, Procurement Service within three (3) days from the date advance copy was served thru fax. **FAILURE** to show up and 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.

MICHELLE C. OXINA
 Procurement Officer
 Tel No. 931-61-39
 Fax No. 951-71-16

 (Signature over printed name)
 Supplier

Annex A

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

RFQ No. **17-1737** **KC-NCDDP Shopping**

Date: November 28, 2017

Company Name : _____
 Company Address : _____
 Contact Person : _____
 Contact No. : _____

Lot No.	Qty.	Unit	Purchaser's Specifications		Bidder's Specifications (Please write the detailed specifications in the space provided)	Unit Cost	Total Cost
			Submission of CD/music album & packaging design for approval	3 days after submission of final comments			
			Submission of approved CD/music album & sample packaging/proof for printing	5 days after the submission of final comments	30%		
			complete delivery of final output	10 days after the approval of proof	50%		
			Delivery: DSWD-CO Procurement Service				
			Attachedments: TOR and Evaluation Guide				
			xxxxxx nothing follows xxxxxx				
			<i>page 2 of 2</i>				

PURPOSE: For Hiring of a service provider to develop & produce the DSWD Kalahi-CIDSS music album.
 PR No. 2017103562

IMPORTANT : The winning bidder MUST SIGN the original copy of Purchase Order (P.O.) or Letter Order (L.O.) at DSWD-Central Office, Procurement Service within three (3) days from the date advance copy was served thru fax. FAILURE to show up and 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.


MICHELLE C. OXINA
 Procurement Officer
 Tel No. 951-61-39
 Fax No. 951-71-16

 (Signature over printed name)
 Supplier