

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
Batasan Pambansa Complex, Constitution Hills, Quezon City  
Tel.Nos. 951-9749, 952-0697 Local: 513-515 Tel.Fax: 951-7116

REQUEST FOR QUOTATION OF GOODS

Date of Request: October 13, 2017

RFQ No. 17-1397 KC-NCDDP  
Shopping

Company name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Contact Number: \_\_\_\_\_  
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 October 20, 2017 at 3:00 pm.**
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.
- **Fifteen (15) to Thirty (30) Working days upon receipt of P.O.**
  - **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-canvass.
- viii. **Liquidated damages/penalty:** In case of failure to make the full delivery within the time specified in the delivery terms, penalty 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.**  
Address : DSWD Central-Office, Procurement Office, IBP Road, Constitution Hills, Quezon City

7. Please confirm by fax or e-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. 951-7116 / Fax No. 931-61-39

Noted by:

Karina Agudo P. B. 17  
**KARINA ANTONETTE A. AGUDO**  
OIC-Chief, Procurement Planning & Mgt. Division





DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Annex A

RFQ No. **17-1397** KC-NCDDP

Date: October 13, 2017 Shopping

Company Name : \_\_\_\_\_  
 Company Address : \_\_\_\_\_  
 Contact Person : \_\_\_\_\_  
 Contact No. : \_\_\_\_\_  
 Company TIN : \_\_\_\_\_  
 Philgeps Reg. No. : \_\_\_\_\_

Lot No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications (Please write the detailed specifications in the space provided (Indicate brand, model and country of origin))	Unit Cost	Total Cost
1			Lens Mount Microphone Connectivity USB HMDI Microphone port Headphone port Wireless Remote control Lens Kit Includes	Micro Four Thirds Stereo USB 2.0 (480 Mbit/sec) Yes (micro-HDMI) Yes Not necessary Built-in Yes (wired and via smartphone) 25mm f/1.4 or 25mm f/1.7 compatible to camera brand Travel/Carry bag (Can fit the camera, lens and accessories) 1 pc. Extra battery		
	1	unit	<b>Digital Video Camera (DSLR)</b>			
			Body Type	Mid-size SLR		
			Video Resolution	Can record Full HD (1920 x 1080)		
			LCD Screen	Fully Articulated		
			Effective Pixels	18 to 24 megapixels		
			Maximum Resolution	5184 x 3456		
			Sensor size	APS-C (22.3 x 14.9 mm)		
			Sensor type	CMOS		

page 2 of 8

PURPOSE: Office and IT Equipment for the use of Social Marketing Unit of KC-NCDDP.

PR NO: 2017102907

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  
 Fax No. 951-7116  
 Tel No. 931-81-01

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

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Annex A

RFQ No. **17-1397** KC-NCDDP

Date: October 13, 2017 Shopping

Company Name : \_\_\_\_\_  
 Company Address : \_\_\_\_\_  
 Contact Person : \_\_\_\_\_  
 Contact No. : \_\_\_\_\_  
 Company TIN: \_\_\_\_\_  
 Philgeps Reg. No. \_\_\_\_\_

Lot No.	Qty.	Unit	Purchaser's Specifications		Bidder's Specifications		Unit Cost	Total Cost	
			Please write the detailed specifications in the space provided (Indicate brand, model and country of origin)						
2			Autofocus	Contrast Detect					
				Phase Detect					
				Multi-area					
				Selective single-point					
				Single					
				Continuous					
				Face Detection					
				Live View					
				Lens Mount	Compatible with camera brand				
				Microphone	Stereo				
	Connectivity								
	USB	USB 2.0 (480 Mbit/sec)							
	HDMI	Yes (micro-HDMI)							
	Microphone port	Yes							
	Headphone port	Not necessary							
	Wireless	Built-in							
	Remote Control	Yes (via smartphone or Bluetooth remote)							
	Lens Kit	17-50 mm f/2.8 compatible to camera brand							
	Includes	Travel/Carry bag (Can fit the camera, lens and accessories)							
		1 pc. Extra battery							

page 3 of 8

PURPOSE: **Office and IT Equipment for the use of Social Marketing Unit of KC-NCDDP.**

PR NO: **2017102907**

**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.

*MSJ*  
**MICHELLE C. OXINA**  
 Procurement Officer  
 Fax No. 951-7116  
 Tel No. 931-81-01

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



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Annex A

RFQ No. **17-1397** KC-NCDDP

Date: October 13, 2017 Shopping

Company Name : \_\_\_\_\_  
 Company Address : \_\_\_\_\_  
 Contact Person : \_\_\_\_\_  
 Contact No. : \_\_\_\_\_  
 Company TIN : \_\_\_\_\_  
 Philgeps Reg. No. : \_\_\_\_\_

Lot No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications <small>Please write the detailed specifications in the space provided (Indicate brand, model and country of origin)</small>	Unit Cost	Total Cost
3	1	unit	<b>Heavy Duty Tripod</b>			
			Head Specs	Multi-Action ball head with quick release plate		
			Quick Release (QR) Plate	Slide-In Video		
			Maximum Weight	4.1 lbs (1.86kg)		
			Minimum Load Capacity	10 lbs (4.5kg)		
			Minimum Extended Height	59 in.		
			Maximum Folded Length	18.5 in		
			Leg Sections	4 to 5		
			Leg Lock Type	Flip Lock		
			With Bag	Yes		
4	1	unit	<b>Heavy Duty Monopod (Best for Video Recording)</b>			
			Minimum Load Capacity	11 lbs		
			Folded Length	22-23 in.		
			Extended Height	Minimum 72 in. (6ft)		
			Weight	1-2.5 lbs		
			Number of Leg Sections	3 to 5		
			Leg Lock Type	Flip / Twist		
			3-Leg Locking Base	Yes		
			With Bag	Yes		

page 4 of 8

PURPOSE: **Office and IT Equipment for the use of Social Marketing Unit of KC-NCDDP.**

PR NO: **2017102907**

**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  
 Fax No. 951-7116  
 Tel No. 931-81-01

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

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Annex A

RFQ No. **17-1397** KC-NCDDP

Date: October 13, 2017 Shopping

Company Name : \_\_\_\_\_  
 Company Address : \_\_\_\_\_  
 Contact Person : \_\_\_\_\_  
 Contact No. : \_\_\_\_\_  
 Company TIN: \_\_\_\_\_  
 Philgeps Reg. No. : \_\_\_\_\_

Lot No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications <small>Please write the detailed specifications in the space provided (Indicate brand, model and country of origin)</small>	Unit Cost	Total Cost
5	1	unit	<b>Ring Light (Light for Video Recording)</b> Must be compatible to camera brand			
			Size	12 in. diameter		
			Color Temperature	5500-5600K		
			Illumination (Lux)	1950 lx		
			Accessories included	Camera Bracket AC Adapter / Power Supply Carrying Bag/ Travel Case Orange Filter White Filter		
		Conditions	6 1/2" light stand for moving light High speed recycling systems (3 seconds) Led AF Assist light			
			Automatic setting saving			
			50,000 hours of LED life			
			Doesn't get hot like normal lightbulbs			
			with Collapse Large Flash Reflector (80 cm diameter)	Yes		

page 5 of 8

PURPOSE : **Office and IT Equipment for the use of Social Marketing Unit of KC-NCDDP.**

PR NO : **2017102907**

**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.

*[Signature]*  
 MICHELLE C. OXINA  
 Procurement Officer  
 Fax No. 951-7116  
 Tel No. 931-81-01

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

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Annex A

Company Name : \_\_\_\_\_  
 Company Address : \_\_\_\_\_  
 Contact Person : \_\_\_\_\_  
 Contact No. : \_\_\_\_\_  
 Company TIN : \_\_\_\_\_  
 Philgeps Reg. No. : \_\_\_\_\_

RFQ No. **17-1397** **KC-NCDDP**  
 Date: October 13, 2017 Shopping

Lot No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications	Unit Cost	Total Cost
6	1	unit	<b>Light for photo shoot: TTL Speedlite</b> Must be compatible to camera brand Supports wireless slave Function Supports Multiple Trigger Synchronous Mode Supports ultra-fast charging recycle system Supports setting save automatically, custom settings (fn) Lightweight, compact Vertical bounce capability up to 90 degrees Horizontal rotation capability up to 180 degrees Power-saving mode Flash release function triggers the camera wirelessly from the flash on a 2-second delay Includes soft case, mini stand, batteries, battery charger and instruction book <b>Microphone (1)</b> Compact Shotgun Mic Directional Video Condenser Microphone AA/AAA/ 9V Battery-powered	Please write the detailed specifications in the space provided (indicate brand, model and country of origin)		
7	1	unit				

PURPOSE: **Office and IT Equipment for the use of Social Marketing Unit of KC-NCDDP.**

PR NO: **2017102907**  
**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*  
**MICHELLE C. OXINA**  
 Procurement Officer  
 Fax No. 951-7116  
 Tel No. 931-81-01

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



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Annex A

Company Name : \_\_\_\_\_  
 Company Address : \_\_\_\_\_  
 Contact Person : \_\_\_\_\_  
 Contact No. : \_\_\_\_\_  
 Company TIN: \_\_\_\_\_  
 Philgeps Reg. No. \_\_\_\_\_

RFQ No. **17-1397** KC-NCDDP  
 Date: October 13, 2017 Shopping

Lot No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications <small>Please write the detailed specifications in the space provided (Indicate brand, model and country of origin)</small>	Unit Cost	Total Cost
7			Cardioid or Supercardioid Polar Pattern High-Pass Filter Studio-Quality Sound Integrated Shockmount & Shoe Mount Includes Anti-wind foam cap/fuzzy windscreen Carry Pouch Battery Manual <b>Microphone (2)</b>			
	1	unit	Directional Stereo condenser microphones in an X-Y configuration that are able to rotate horizontal 180 degrees Designed to easily handle high sound pressure levels up to 120 dB SPL Floating support structure used to reduce handling noise Included noise isolation arm to reduce lens operation noise Low-cut filter to eliminate unwanted low frequencies Compatible with Handycam camcorders, Cyber-shot cameras and Alpha cameras with Multi Interface Shoe Professional design matches pro quality and operation			
8			Handycam camcorders, Cyber-shot cameras and Alpha cameras with Multi Interface shoe Professional design matches pro quality and operation			

page 7 of 8

PURPOSE: **Office and IT Equipment for the use of Social Marketing Unit of KC-NCDDP.**

PR NO.: **2017102907**

**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*  
**MICHELLE C. OXINA**  
 Procurement Officer  
 Fax No. 951-7116  
 Tel No. 931-81-01

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

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Annex A

RFQ No.

**17-1397**

KC-NCDDP

Date:

October 13, 2017

Shopping

Company Name : \_\_\_\_\_  
 Company Address : \_\_\_\_\_  
 Contact Person : \_\_\_\_\_  
 Contact No. : \_\_\_\_\_  
 Company TIN: \_\_\_\_\_  
 Philgeps Reg. No. \_\_\_\_\_

Lot No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications	Unit Cost	Total Cost
8			Includes Anti-wind foam cap/fuzzy windscreen Carry Pouch/Case Manual Camera shoe adapter	Please write the detailed specifications in the space provided (Indicate brand, model and country of origin)		
		Unit	Microphone (3)			
			VHF Wireless Lavalier Microphone System with Transmitter and Receiver For DSLR and camcorder			
			Transmitter & Receiver Battery Life at least 5 hours			
			Includes Carry Pouch/Case			
			Warranty of all items/goods: 1 year warranty xx			
			DSWD Central Office, Procurement Service Warehouse, IBP Road, Constitution Hills Q.C			

PURPOSE : Office and IT Equipment for the use of Social Marketing Unit of KC-NCDDP.

PR NO : 2017102907

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  
 Fax No. 951-7116  
 Tel No. 931-81-01

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