

**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: November 21, 2017

RFQ No. **17-1677** **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 November 27, 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 ANTONETTE A. AGUDO**  
OIC-Chief, Procurement Planning & Mgt. Division

17-1677

by: 



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Annex A

RFQ No. **17-1677** KC-NCDDP  
 Date: November 21, 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
1	21	units	<p><b>LAPTOP COMPUTER</b></p> <p><b>Processor :</b> ≥ 3.0GHz, ≥ 4 Cores (≥ 6 MB Smart Cache) Latest Processor Architecture for Business</p> <p><b>Operating System :</b> Latest Proprietary OS for corporate application 64-bit</p> <p>Professional version (Must have the capability to join active directory)</p> <p>Recovery disk containing the operating system and unit required drivers should be provided per unit</p> <p><b>OPS:</b> Latest Proprietary for corporate application</p> <p>(Must have word Processor, Spread sheet, Presentation &amp; Email) Installation disk</p> <p>Containing software license should be provided per unit</p> <p><b>Hard Disk:</b> ≥ 1 TB HDD</p> <p><b>Memory Module:</b> ≥ 4GB 1600 mhz DDR3</p> <p><b>Monitor:</b> ≥ 21.5" LED Display</p> <p><b>Optical Drive:</b> DVD-RW</p> <p><b>Video Graphics Controller:</b> Integrated</p> <p><b>Sound Controller:</b> Integrated</p> <p><b>Network Controller:</b> Integrated 10/100/1000mb base-TX Ethernet</p> <p>WLAN 802.11 ac/a/b/g/n with Bluetooth 4.0</p> <p>(Inclusive of connectors)</p> <p><b>I/O Ports:</b> ≥1 USB 3.0 ports and ≥2 USB 2.0 ports</p> <p><b>Keyboard:</b> Built-in</p> <p><b>Pointing Device:</b> Touchpad + USB standard optical mouse</p> <p><b>Weight:</b> : ≤ 2.5 Kg including battery</p> <p><b>Battery:</b> Removable at least 6 hours operation with one full charge</p> <p><b>Warranty &amp; SLA:</b> 3 years hardware and service warranty</p> <p>1 year on Battery and Mouse</p>	Please write the detailed specifications in the space provided (Indicate brand, model and country of origin)		

PURPOSE: For KC-NCDDP Staff Usage

PR NO: 2017103499

IMPORTANT: The winning bidder MUST SIGN the original copy of Purchase Order (P.O.) at DSWD-Central Office, Procurement and Supply Division 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 ground for suspension/blacklisting in DSWDs future biddings.

*[Signature]*  
 MICHELLE C. OXINA  
 Procurement Officer  
 Tel No. 9318101 local 122-124  
 Fax No. 951-7116

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

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Annex A

RFQ No. **17-1677** KC-NCDDP

Date: November 21, 2017 Shopping

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 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
2	10	units	<b>Network/Laser Printer (Monochrome)</b> Output Type: Black and White, Monochrome Compatibility: Compatible with Windows and PC Linux Connectivity Technology: USB 2.0 Memory: ≥ 32 MB Networking Type: Ethernet (100 Base TX / 10 Base-T) Black Print Speed: ≥ 24 ppm Monthly Duty Cycle: ≥ 15,000 Impressions Technology: Laser Black Resolution: 1200x1200 dpi Max Media Size: 8.5x14 Warranty & SLA: 1 year Hardware Warranty Portable Hard Drive Interface Option: USB 3.0 backward compatibility USB 2.0 Capacity: ≥ 1 TB		30,000.00	300,000.00
3	9	units	Size: 2.5 inch Compatibility: Windows & MAC OS Features: Plug & Play Connectivity Includes per-loaded easy-to-use back-up software Warranty: 1 year hardware warranty		5,000.00	45,000.00

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Annex A

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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
4	1	units	<p><b>Laptop</b></p> <p><b>Processor:</b> ≥ 3.0GHz, ≥ 4 Cores (≥ 6 MB Smart Cache) Latest Processor ; Architecture for business</p> <p><b>Operating System:</b> Latest Proprietary OS for corporate application 64-bit Professional version (Must have the capability to join Active Directory) Recovery disk containing the operating system and unit required drivers should be provided per unit</p> <p><b>OPS:</b> Latest Proprietary for corporate application (Must have word Processor, Spread sheet, Presentation &amp; Email) Installation disk Containing software license should be provided per unit.</p> <p><b>Hard Disk:</b> ≥ 1 TB SATA 6Gb/s SSHD (Solid State Hybrid Drive) ≥ with 256GB M.2 SSD</p> <p><b>Memory Module:</b> ≥ 16GB DDR4</p> <p><b>Monitor:</b> ≤ 15.6" LED Display</p> <p><b>Video Graphics Controller:</b> Dedicated Graphics Card that supports HD display at least ≥2GB DDR3 that support directX 12</p> <p><b>Sound Controller:</b> Integrated</p> <p><b>Network Controller:</b> Integrated 10/100/1000mb base-TX Ethernet WLAN 802.11 ac/a/b/g/n with Bluetooth 4.0 (Inclusive of connectors)</p> <p><b>I/O Ports:</b> ≥ 2 USB 3.0 ports and ≥1 USB 2.0 ports</p> <p><b>Keyboard:</b> Built in</p> <p><b>Pointing Device:</b> Touchpad + USB standard optical mouse</p> <p><b>Weight:</b> ≤ 2.5 Kg including battery</p> <p><b>Battery:</b> Removable at least 6 hours operation with one full charge</p> <p><b>Warranty &amp; SLA:</b> 3 years hardware &amp; service warranty, 1 year on Battery &amp; Mouse</p> <p><b>OPS:</b> Latest Proprietary for corporate application</p>		89,000.00	89,000.00
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PURPOSE: For KC-NCDDP Staff Usage

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Annex A

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 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
5	1	unit	<b>Digital Multifunction System (Colored)</b> General Memory: ≥ 2GB Hard Disk Drive: ≥ 160GB Engine Speed: ≥ 30cpm ≥ 30ppm Processor Speed: ≥ 600 MHZ Paper Capacity: ≥ 2 x 500 sheet per tray (100 sheets multi-bypass tray) Paper Size: Max A3 Warm-up Time: ≤ 60 seconds Duty Cycle Copier: up to 200,000 pages Continuous Copy: Max 999 Resolution: Scan: 600x600 dpi. Print: 600x600 dpi Print Speed: ≥ 30cpm ≥ 30ppm (colour/black and white) Magnification Zoom: 25 to 400% (in incremental of 1%) Duplex Copying/Printing: Standard Network Printing: USB 2.0, (10 Base-T/ 100 Base-T) PDL (Emulation): Standard PCL 6/5e or UFR II Print Speed: ≥ 30cpm ≥ 30ppm (colour/black and white) Network Scanner File Format : TIFF, PDF, JPEG Scan Destination: To Email, Desktop, FTP Server, USB port use simultaneously Facsimile Comprehension Method: MH, MR, MMR, JBIG Transmission Speed: > 33.6 kbps Communication Protocol: Super G3/ G3 Warranty: 1 year. Lifetime service warranty		450,000.00	450,000.00
			<i>Page 4 of 6</i>			

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 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
6	1	unit	<b>LCD Projector</b> Technology: DLP or LCD Native: ≥ WXGA Brightness: ≥ 2000 ANSI Lumens Contrast: ≥ 2300:1 Native Resolution: ≥ 1280 x 800 Max Resolution: 1920 x 1080 Native Aspect Ratio: 16:10 Video Compatibility: NTSC/PAL/SECAM I/O Connectors: HDMI/ USB/VGA In-out/ Audio In/Out: Yes Normal Lamp Life: ≥ 30000 Hour Economy Mode: ≥ 30000 Hour Warranty: 2 years parts and service		50,000.00	50,000.00
7	1	unit	<b>Document Scanner</b> Scanner Type: Sheetfed Output: Color, Black and White Optical Resolution: 600 dpi Daily Duty Cycle: > 2000 pages Speed: > 25 ppm/45 ipm Scan Size Max: 216 x 308 mm Feeder: ≥ 50 sheets Connectivity: USB 2.0 Warranty: 1 year Hardware Warranty		50,000.00	50,000.00

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