

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.: **17-1735** KC-NCDDP Shopping
Date: December 02, 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 13, 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.

- **Delivery Term :** See Annex A

- **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 quotation@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

17-1735

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Annex A

RFQ No. **17-1735** KC-NCDP Shopping

Date: December 2, 2017


Company Name : _____
 Company Address : _____
 Contact Person : _____
 Contact No. : _____
 Company Tin No. : _____
 PhilGeps 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
1		pages	<p>PROJECT : HIRING OF SERVICE PROVIDER FOR THE DEVELOPMENT AND TRANSLATION OF SELECTED IEC MATERIALS TO SIX (6) REGIONAL LANGUAGES</p> <p>Qualifications:</p> <p>1. At least five (5) years of progressive experience in translating publications, manuals, modules & similar materials</p> <p>2. Competency in translating books manuals, modules & similar materials/publications in all formats, lengths & six (6) identified languages</p> <p>3. Experience with community-based projects and/or in community dev't work</p> <p>4. An evaluation rating not lower than 90</p> <p>TECHNICAL SPECIFICATIONS</p> <p>where 1 page=300 words, estimated 150 pages or 40,000 words, whichever is higher</p> <p>Languages:</p> <p>1. Cebuano/Bisaya 2. Waray 3. Hiligaynon 4. Chavacano 5. Iloko and 6. Filipino/Tagalog</p> <p>Other Works :</p> <p>DSWD Kalahi-CIDSS will provide the materials for translation. Note that a material may be translated into one to six languages. Based on instructions given during the orientation</p>			
<i>page 1 of 2</i>						

PURPOSE: For the hiring of a service provider to develop & translate selected IEC materials to six (6) regional languages

PR No. 2017103563

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

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

RFQ No. **17-1735** **KC-NCDDP Shopping**

Date: December 2, 2017

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

Lot No.	Qty.	Unit	Purchaser's Specifications			Bidder's Specifications		Unit Cost	Total Cost		
			DELIVERABLE	TIMELINE	PAYMENT	(Please write the detailed specifications in the space provided)					
			DELIVERABLE	TIMELINE	PAYMENT						
			Orientation with DSWD Kalahi-CIDSS	5 days after issuance of Notice to Proceed	-						
			Submission of first draft of first material for translation	5 days after orientation/meeting	20%						
			Submission of revised draft of the first material for translation (up to three revisions)	3 days after the NPMO's submission of comments on the story draft	-						
			Submission of final draft of first translated material for approval	3 days after submission of comments from NPMO	-						
			Submission of draft translation of all materials	a) By installment, where the weekly output must be equivalent to at least 25 pages of 7500 words; or b) complete submission 36 days after approval of the translation of the first material	20%						
			submission of revised translations (up to three revisions)	7 days after submission of comments from the NPMO	-						
			Submission of final translations for approval	7 days after submission of NPMO's comments of the final revision	-						
			Submission of final output	5 days after pilot testing of revised output	20%						
			Complete delivery of final output	5 days after final approval of output	40%						
			Delivery: DSWD-CO Procurement Service								

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

 (Signature over printed name)
 Supplier