

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: December 15, 2017

RFQ No. **17-1835** **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 December 20, 2017 at 10:00 am.**
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.

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 Philgeps Reg. No. _____

Lot No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications	Unit Cost	Total Cost
1			DESKTOP COMPUTER			
			Processor	CPU Architecture Technology: Processor model should be year 2017 released Base Speed ≥ 2.4 Ghz Frequency: ≥ 2 Cores Cores: ≥ 2 Cores Cache: ≥ 3MB Cache		
			Operating System	Type: Latest Stable Proprietary OS 64-bit Version: Professional version (Must have the capability to join Active Directory). A recovery disk containing the operating system and the unit's required drivers should be provided per unit		
			OPS	Type: Latest Stable Proprietary OPS for Corporate Application Perpetual Version: Standard, Inclusive of: Word Processor, Spread Sheet, Presentation etc. Installation disk containing software license should be provided per unit		
			Memory	Capacity ≥8 Gb Speed ≥ DDR4-2133mhz		
			Keyboard:	Standard English (same brand as pc)		
			Pointing Device/Mouse:	Standard Optical Mouse (same brand as pc)		
			Graphics Controller:	Integrated GPU		
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PURPOSE : For the use of Budget Office of DSWD.

PR NO : 2017092676

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. 951-7116
 Fax No. 931-6139

 (Signature over printed name)
 Supplier

