

Chelsea

**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT**

IBP Road, Constitutional Hills, Quezon City  
Tel. Nos. 8931-6139/ 8931-8101 to 07 Fax No. 8951-7116

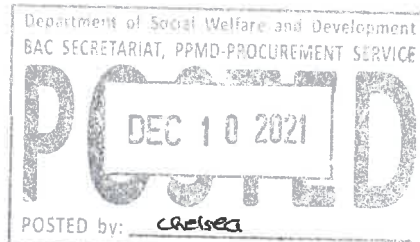
**REQUEST FOR QUOTATION OF GOODS**

Date of Request: December 7, 2021

RFQ No. **21-1496** **KC-NCDDP**  
**Shopping**

Company name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Contact Number: \_\_\_\_\_  
Company TIN : \_\_\_\_\_  
Philgeps No.: \_\_\_\_\_

RUSH



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 17, 2021, (Friday) at 12 noon.**
- 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/PO) 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: Nida T. Bacaling

Telephone: Tel. Nos. 8931-6139/ 8931-8101 to 07 local 10097  
Fax: Fax No. 8951-7116  
E-Mail Address: quotations@dswd.gov.ph **Take Note: Quotations submitted to different fax number(s) or email address(es) as stated 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,



**NIDA T. BACALING**

Procurement Officer

Fax No. 951-7116 / Tel No. 8931-8101 to 07 local 10097

Noted by:



**WILLIAM V. GARCIA JR.**

OIC-Chief, Procurement Planning & Mgt. Division

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Annex A

RFQ No. **21-1496 KC-NCDDP**  
 Date : **December 7, 2021**

Company Name : \_\_\_\_\_  
 Company Address : \_\_\_\_\_  
 Contact Person : \_\_\_\_\_  
 Contact 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
1	15	cartridge	CANON NPG67 (Black)			
	9	cartridge	CANON NPG67 (Magenta)			
	12	cartridge	CANON NPG67 (Cyan)			
	12	cartridge	CANON NPG67 (Yellow) ***nothing follows***			
2	13	cartridge	HP Toner CF280XC ***nothing follows***			

PURPOSE : **Supply and Delivery of Common Office Supplies for 3rd quarter requirement of KC-NCDDP**  
 PR No. **2021-08-0359**

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.

  
 NIDA T. BACALING  
 Procurement Officer

Trunkline: 89318101 to 07 local 10097  
 page 1 of 1  
 (Signature over printed name)  
 SUPPLIER