

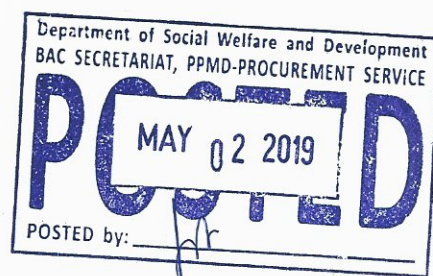
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
Batasan Pambansa Complex, Constitution Hills, Quezon City  
Tel.Nos. 951-9749, 952-0697 Local: 513-515 Tel.Fax: 951-7116

REQUEST FOR QUOTATION OF GOODS

Date of Request: May 2, 2019

RFQ No. **19-0748** KC-NCDDP  
**Shopping**

Company name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Contact Number: \_\_\_\_\_  
Company TIN : \_\_\_\_\_



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 May 6, 2019 at 5:00 pm.**
5. Your quotation(s) should be submitted as per the following instruction and in accordance with the Terms and Conditions including the following:
- Prices:** The prices should be quoted for the supply and Delivery of various item (Pls. refer to Annex A)
  - 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:
    - where there is a discrepancy between the amounts in figures and in words, the amount in words will govern;
    - 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;
    - 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.

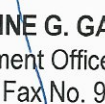
- iv. **Award of Purchase Order:** The award will be made to the bidder offering the lowest evaluated price that meets the technical and financial requirements.
- v. **Validity of the Offer:** Your quotation(s) should be valid for a period of forty five (45) calendar days from the deadline for receipt 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 Terms: Thirty - Sixty (30-60) Calendar 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: Renel Joanne G. Gambito

Telephone : 9316139 or 931-8101 to 07 local 122-124  
Fax : 951-7116 or 931-8161  
E-mail Address : quotations@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,

  
**RENEL JOANNE G. GAMBITO**  
Procurement Officer  
Tel No. 951-7116 / Fax No. 931-61-39

Noted by:

  
**ESTER R. EGAMINO**  
OIC, Procurement Planning & Mgt. Division

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Annex A

RFQ No. **19-0748** KC-NCDDP  
 Date: April 30, 2019 Shopping

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

Lot No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications <small>(Please indicate the detailed specifications of the products/services being offered in the space provided below)</small>	Unit Cost	Total Cost
1	2	cart	Ink Cart, HP CN053AA (932XL) Black			
	2	cart	Toner Cart, HP 201A (CF400A), Black			
	3	cart	Toner Cart, HP 201A (CF400A), Cyan			
2	3	cart	Toner Cart, HP 201A (CF400A), Yellow			
	3	cart	Toner Cart, HP 201A (CF400A), Magenta			
	3	cart	HP CF 280XC			
3	2	cart	Canon NPG 67, Black			
			xxxxxxxx-Nothing Follows-xxxxxxxx			

PURPOSE : For the use of KC-NCDDP  
 PR No. 2019030972

IMPORTANT: The winning bidder MUST pick-up duplicate copy and SIGN the original copy of Purchase Order (P.O.) at DSWD-Central Office, Procurement Management Service. FAILURE to show up and sign the original P.O. means that the bidder is not interested and will be a ground for suspension/blacklisting in DSWD's future biddings.

RENEL JOANNE G. GAMBITO  
 Procurement Officer  
 Tel no. 951-7116 / Fax No. 931-6139

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