

**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 OF GOODS**

Date of Request: March 23, 2017

RFQ No. **17-0445KC-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 March 30, 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 Date: Thirty (30) to Forty Five (45) 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.

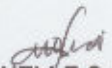
viii. **Liquidated damages/penalty:** In case of failure to make the full delivery within the time specified in the delivery terms, penalty of **one-tenth (1/10) of one percent (1%)** of the undelivered cost for every day of delay shall be imposed.

6. Further information can be obtained from: Michelle C. Oxina

Telephone : 9316139 or 931-8101 to 07 local 122-124  
Fax : 931-61-39  
E-mail Address : mcoxina@e-dswd.net / procurement@dswd.gov.ph

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. 951-7116 / Fax No. 931-61-39

Noted by:

  
**KARINA ANTONETTE A. AGUDO**

OIC-Chief, Procurement Planning & Mgt. Division

17-0445



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Annex A

RFQ No. **17-0445** KC-NCDDP

Date: March 23, 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 Please write the detailed specifications in the space provided (indicate brand, model and country of origin)	Unit Cost	Total Cost
2		carts.	Toner Cartridge, Canon, NPG-67, Black, Code 8524B001 (AA)			
2		carts.	Toner Cartridge, Canon, NPG-67, Cyan, Code 8524B001 (AA)			
2		carts.	Toner Cartridge, Canon, NPG-67, Magenta, Code 8526B001 (AA)			
2		carts.	Toner Cartridge, Canon, NPG-67, Yellow, Code 8527B001 (AA)			
3		carts.	Ink Cartridge, Canon Pixma IP110 (#35)			
3		carts.	Ink Cartridge, Canon Pixma IP110 (#36)	xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx		
1						
Delivery Site: DSWD-Central Office, Procurement Service Warehouse, IBP Road, Constitution Hills, Quezon City						

PURPOSE : Office consumables for 1st quarter of CY 2017 for the use of KC-NCDDP NPMO Staff.

PR NO : 2017020276

**IMPORTANT :** The winning bidder **MUST SIGN** the original copy of Purchase Order (P.O.) of 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.

*Michelle C. Oxina*  
**MICHELLE C. OXINA**  
 Procurement Officer  
 Tel No. 951-7116  
 Fax No. 931-6139

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