

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 7, 2017

RFQ No. **17-0228** **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 March 14, 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: Seven (7) 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

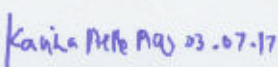
7. Please confirm by fax-mail the receipt of this request and whether or not you will submit the price quotation(s)

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

17-0228

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

RFQ No. **17-0228** **KC-NCDDP**  
 Date: February 24, 2017 Shopping

Company Name : \_\_\_\_\_  
 Company Address : \_\_\_\_\_  
 Contact Person : \_\_\_\_\_  
 Contact No. : \_\_\_\_\_  
 Company TIN: \_\_\_\_\_  
 Philjepps Req. No. \_\_\_\_\_

Lot Nos.	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
<b>1</b>	15	packs	<b>Common Electrical Supplies</b> Battery, Size AA, Alkaline, 2pcs./ pack			
	65	packs	Battery, Size AAA, Alkaline, 2pcs./ pack			
	<b>Common Janitorial Supplies</b>					
	200	pcs	Ethyl 70% Alcohol			
	50	rolls	Trashbags, Plastic, Black (XL), 10 pcs. Per pack per roll			
	<b>Common Office Supplies</b>					
	50	boxes	Correction Tape, disposable, usable length of 6 meter(min), 5mm width			
	100	pcs.	Folder brown A4 Size			
	150	pcs.	Folder, brown Legal Size			
	20	jar	Glue, all purpose, 300 grams min.			
<b>2</b>	50	boxes	Push Pins, Flat Head 50's/box			
	100	pcs.	Marker, Permanent, Black			
	100	pcs.	Marker, Permanent, Blue			
	100	pcs	Marker Highlighter, Light Blue			
	100	pcs	Marker Highlighter, Light Orange			
	100	pcs	Marker Highlighter, Light Green			
	20	pcs	Whiteboard Marker, Blue			
	20	pcs	Whiteboard Marker, Black			
	130	pads	Note Pad, (3"x4"), 100 sheets/pad			
	100	pads	Note Pad, (2"x2"), 400 sheets/pad			
<b>3</b>	25	packs	Parchment Paper, A4 size, 80gsm, 100 sheets/pack			
	80	boxes	Paper Fastener, for paper, aluminum, 50 sets/box			
	15	pcs	Stamp Pad Ink (Blue)			
	5	boxes	Rubber Band, 1.0mm min thickness, min. 350grams/box or approx 220pcs.			
	20	boxes	Staple Wire 23mm			
	10	boxes	Staple wire, 26mm			
	250	boxes	Staple Wire, standard,#35			
	5	pcs	Staple wire, for binding Stapler, 12mm x 10mm			
				<b>page 1 of 3 pages</b>		

PURPOSE : **Office consumables for 1st quarter of CY 2017 for the use of KC-NCDDP NIPMO**

PR NO : **2017010144**

**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

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Annex A

RFQ No. **17-0228** KC-NCDDP  
 Date: February 24, 2017 Shopping

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

Lot Nos.	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
			<b>Common Office Supplies</b>			
10	boxes		Staple wire, for binding Stapler, 12mm x 17mm			
2	pcs		Stamp Pad, Size: 6x4 inches			
10	pcs.		Stamp Pad, felt pad, min. 60mm x 100mm			
35	rolls		Tape, Transparent, 24mm, 50 meters			
25	rolls		Tape, packaging, 48mm, 50 meters length			
150	sets		Indicator Tag/ Flaglets, Plain, Plastic, assorted colors			
150	sets		Indicator Tag/ Flaglets, with SIGN HERE text			
10	rolls		Tape, Adhesive, 1" without cushion			
10	rolls		Tape, Adhesive, 1" with cushion			
20	boxes		Ballpoint Pen, Fine point, Black, 12 pcs./box			
20	boxes		Ballpoint Pen, Fine point, Blue, 12 pcs./box			
100	pcs.		Sign Pen, Black			
100	pcs.		Sign Pen, Blue			
5	boxes		High Tech Point V5			
10	pcs		Record book, 500 pages			
15	pcs		Envelope, Plastic A4			
15	pcs		Envelope, Plastic, Legal			
10	packs		Photo Paper, A4 10s/pack			
20	pcs		Loose Leaf Cover 50pcs./pack			
40	boxes		Clip, Backfold, 25mm, 12s/box			
40	boxes		Clip, Backfold, 19mm 12s/box			
40	boxes		Clip, Backfold, 32mm 12s/box			
			<b>page 2 of 3 pages</b>			

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

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 (Signature over printed name)  
 Supplier

