

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
KALAHI-CIDSS NATIONAL COMMUNITY DRIVEN DEVELOPMENT PROJECT

Field Office VII  
MJ Cuenco Avenue, Cebu City  
Telephone No. 233-0261

REQUEST FOR QUOTATION OF GOODS  
SHOPPING

Date of Request: **May 2, 2023**

RFQ No.: 2023-0053 KC-AF7

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

Sir/Madam: \_\_\_\_\_

1. The National Community Driven Development Project (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 providers 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 the Paragraph 6 is **May 5, 2023, 1:00PM.**

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 **Office Rental Services** to be delivered at **Carcar City, Cebu.**

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 sixty (60) calendar days from the deadline for receipt of quotation(s) indicated in the paragraph 4 of this Request for Quotation.

vi. If the **supplier/service provider** withdraw your 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.

vii. If the **supplier/service provider** does not start the delivery or perform the services under the contract/PO within **30 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, a penalty of one percent of the undelivered cost for every day of delay shall be imposed.

6. Further information can be obtained from: **DSWD Field Office VII- Kalahi CIDSS Office**  
**M.J. Cuenco Ave. cor. Gen. Maxilom Ave., Cebu City**

Telephone : **(032) 233-8785; 233-0261; 231-2172 local 17126**

E-mail Address : **kc.af7.procurement@gmail.com**

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

Sincerely yours,

  
**ENGR. EMMANUEL M. EDLES**

Head, Procurement Management Section

Contact #: **(032) 233-8785; 233-0261; 231-2172 local 17126**

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

Supplier

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

RFQ No. 2023-0053 KC-AF7  
Date: May 2, 2023

Company Name : \_\_\_\_\_  
Company Address : \_\_\_\_\_  
TAX ID No.: \_\_\_\_\_  
Contact Person : \_\_\_\_\_  
Contact No. : \_\_\_\_\_


Item No.	Qty	Unit	Purchaser's Specifications	Supplier/Service Provider's Specifications (Please write the detailed specifications in the space provided)	Unit Cost	Total Cost
1	1	lot	Office Space Rental of Kalahi-NCDDP South Cebu Cluster Office from May 2023 to December 2023 preferably in Carcar City, Cebu			
			<p><b>I. Location and Site Condition:</b></p> <ol style="list-style-type: none"> <li>1. Accessible by visiting public</li> <li>2. Must be safe from flooding</li> <li>3. Preferably provided with sidewalk and waiting shed</li> <li>4. Preferably with parking space that can accommodate at least 2 vehicles</li> </ol> <p><b>II. Neighborhood Data:</b></p> <ol style="list-style-type: none"> <li>1. Rental Rate must be within the prevailing rate of the area</li> <li>2. Must be compliant to sanitation and health ordinances/laws of the locality</li> <li>3. Preferably with access to police and fire station at least within 5 kms. way from the warehouse</li> <li>4. Preferably with cafeterias or food shop within the neighborhood</li> <li>5. Preferably with banks, postal office and telecom at least within 5 kms. away from the area</li> </ol> <p><b>III. Real Property</b></p> <p><b>1. Structural Condition:</b></p> <ol style="list-style-type: none"> <li>1. Structurally/physically fit for occupancy</li> </ol> <p><b>2. Functionality:</b></p> <ol style="list-style-type: none"> <li>1. Preferably with proper lighting and ventilation</li> <li>2. Space Requirement is at least 50 square meters floor area</li> </ol> <p><b>3. Facilities:</b></p> <ol style="list-style-type: none"> <li>1. Availability of water supply and toilet is a must</li> <li>2. Lighting system is required</li> <li>3. At least with fire escapes</li> <li>4. With available fire fighting equipment, i.e fire extinguishers</li> </ol> <p><b>4. Other Requirements:</b></p> <ol style="list-style-type: none"> <li>1. Preferably with available maintenance personnel at least 8 hrs. upon request from the team/unit leader</li> <li>2. Attractiveness and conduciveness is a preference</li> <li>3. Preferably with Aircondition unit</li> </ol> <p><b>IV. Services and Facilities</b></p> <ol style="list-style-type: none"> <li>1. Preferably with free services for janitors</li> <li>2. Preferably with free services for major repair and maintenance</li> <li>3. Preferably provided with secured parking space</li> </ol> <p><b>Terms and Conditions:</b> (The term of the lease shall be eight (8) months commencing from May 2023 to December 31, 2023 located at Carcar City, Cebu renewable under such terms and conditions as shall be mutually agreed upon by the Lessor and the Lessee. The Lessee shall pay the Lessor in a monthly rental excluding electric bill and water bill.</p>			
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Charge to: KC-AF

End User: KC

PURPOSE : For office/staff use of KC-NCDDP Sub-Cluster Carcar City Office.  
PR No. 2023-0053 KC-AF7

**IMPORTANT :** The winning bidder **MUST SIGN** the original copy of Purchase Order (P.O.) or Letter Order (L.O.) within three (3) days from the date of receipt. FAILURE to 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.

  
 \_\_\_\_\_  
**EDLYN S. CANGQUE**  
 Canvasser  
 Contact #: 0977-121-7434

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