

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

Date of Request: **August 20, 2021** ✓

RFQ No. **KC-NCDDP-AF7-2021-0269** ✓

Company name: _____
Address: _____
Contact Person: _____
Contact Number: _____

Sir/Madam: _____

1. The National Community Driven Development Project - Additional Financing (NCDDP-AF) 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-AF at the address indicated in the Paragraph 6 is: **August 27, 2021, 11:00 am.** ✓

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 Equipment Rental** to be delivered at **DSWD FO VII, Cebu City** ✓

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-AF 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-cavass.

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 loc. 126**

E-mail Address : **kalahiproc123@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,


ROSARIO P. BACONG

Head, Procurement & Supply and Asset & Property
Contact #: (032) 233-8785; 233-0261 loc. 126

(Signature over printed name)
Supplier

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Annex A

RFQ No. **KC-NCDDP-AF7-2021-0269** ✓
 Date: **August 20, 2021** ✓

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	2	unit	RENTAL SERVICES FOR PHOTOCOPYING MACHINE for CY 2021			
			Specifications: Minimum copies/month: 40,000 copies (excess-cost per copy) *Standard Function: Touch screen LCD, user friendly with clear and high quality copies *Digital Black and White (Monochrome) *Output Speed: Minimum of 50 copies/minute *Memory: atleast 32MB *Resolution: atleast 600 x 600dpi *Paper Size: Capacity/ Paper Tray: up to A5-A3, Legal, Letter *Document Handler: Automatic document feeder, Automatic document back to back scanning and laser copy system *1 minute warm up time (maximum) *Automatic and Manual Control *Connectivity: network USB *Network software application *Zoom: 50%-200% (Enlarger/Reducer) *Paper Input Capacity: 250 sheets *Paper Weight/Paper Trays: atleast 60-90 gsm *with Regular Maintenance services			
			Terms and Conditions: * Inclusive of parts and consumable ink toner, maintenance and repairs within the coverage time of contract * 2% spoilage test shall be deducted * Free delivery and on-site installation * Provision of at least one technician to repair the machines on an on call basis * Free training on operational use of the machines * Billing period: Monthly			
			XXXX page 1 of 1 XXXX			
Approved Budget for the Contract: Php 165,000.00 ✓						
Charge to: KC-NCDDP-AF Funds						
End User: KC-NCDDP-AF						
TOTAL						

PURPOSE : Photocopying services for KC-NCDDP AF Field Office VII for CY 2021 ✓

PR No. **KC-NCDDP-AF7-2021-0269** ✓

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

 (Signature over printed name)
 Canvasser
 Contact #: +63-977-121-7434

 (Signature over printed name)
 Supplier