

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: **September 27, 2021**

RFQ No. **KC-NCDDP-AF7-2021-0335**

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:
October 4, 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 Supplies** 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-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 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

RFQ No. KC-NCDDP-AF7-2021-0335

Date: September 27, 2021

Company Name : _____
 Company Address : _____
 TAX ID No.: _____
 Contact Person : _____
 Contact No. : _____

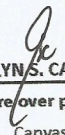
Item No.	Qty	Unit	Purchaser's Specifications	Supplier/Service Provider's Specifications (Please write the detailed specifications in the space provided)	Unit Cost	Total Cost
1	2000	piece	Ballpoint pen, Black, 0.5mm tip			
2	1500	piece	Ballpoint pen, Blue, 0.5mm tip			
3	1000	piece	Sign Pen, Black, 0.5mm tip			
4	1200	piece	Sign Pen, Blue, 0.5mm tip			
5	200	box	Folder, Legal, 100pcs/ream, 5 reams/box			
6	100	box	Expanding Kraftboard, legalm, 100 piece/box			
7	1200	ream	Paper, Multi-Purpose, A4, 70gsm			
8	1000	ream	Paper, Multi-Purpose, Legal, 70gsm			
9	1000	piece	Steno Notebook, 40 leaves, spiral			
10	100	pad	Note pad, stick on, (1" x 3") min, neon color			
11	100	pad	Note pad, stick on, (2" x 3") min, neon color			
12	100	pad	Note pad, stick on, (3" x 4") min, neon color			
13	50	roll	Tape, packaging, 48mm, 50 meters length			
14	50	roll	Tape, transparent, 48mm, 50 meters length			
15	60	roll	Tape, masking, 24mm, 50 meters length			
16	40	roll	Tape, masking, 48mm, 50 meters length			
17	300	pack	Meta Cards, neon, assorted light colors, 4"x 8", 100/pack			
18	300	piece	Certificate holder, glass frame, wooden sides, A4 size			
19	400	piece	Certificate holder, plastic, A4 size			
20	300	bottle	Multi-Purpose Glue, 130g min			
21	1000	box	Paper Clip, gem type, 48mm, 100pcs/box			
22	600	box	Staple wire, standard, no.35			

23	300	piece	Stapler, standard size: No. 35, heavy duty with remover			
24	100	piece	Calculator, compact, electronic, 12 digits			
25	120	piece	Puncher, Heavy Duty, Standard, 2 hole			
26	100	piece	Scissors, 8", plastic handle			
27	200	box	Permanent Marker, Blue, Broad Tip, 12pcs/box			
28	200	box	Permanent Marker, Black, Broad Tip, 12pcs/box			
29	1000	piece	Horizontal ID Badge with garterized lanyard, hard transparent plastic			
30	100	box	Whiteboard, broad tip, black, 12pcs/box			
31	500	box	Fastener, plastic, 70mm			
32	500	box	Fastener, metal, not sharp edges, 50 sets, 2"thick			
33	100	piece	Highlighter, neon colors			
34	1000	piece	Correction Tape, 5mm x 8 meters			
35	50	box	Rubber band, 70mm flat length, #18			
36	200	piece	Record Book, 300 pages, 214mm x 278mm			
37	30	pack	Battery AA, 4pcs/blister pack			
XXXX page 2 of 2 XXXX						
Approved Budget for the Contract: Php 1,511,690.00						
Charge to: KC-NCDDP-AF Funds						
End User: KC-NCDDP-AF						

PURPOSE: Office supplies to be used for KC-NCDDP AF Staff

PR No. KC-NCDDP-AF7-2021-0335

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 #: 0977-121-7434; 0963-901-0636

(Signature over printed name)

Supplier