

**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: **December 7, 2021**

RFQ No. **KC-NCDDP-AF7-2021-0694**

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:

**December 10, 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

**Purchase Form No. 04-A (Annex A)**

Annex A

**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT**

RFQ No. **KC-NCDDP-AF7-2021-0694**

Date: **December 7, 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	8,000	piece	Ballpoint pen, Black, 0.5mm tip			
2	4,200	piece	Ballpoint pen, Blue, 0.5mm tip			
3	5,000	piece	Sign Pen, Black, 0.5mm tip			
4	5,000	piece	Sign Pen, Blue, 0.5mm tip			
5	200	ream	Folder with tab, legal, 100pc/ream			
6	100	box	Envelope, expanding, kraftboard, legal, 100 piece/box			
7	300	piece	Envelope, long, brown			
8	5,000	ream	Paper, Multi-Purpose, A4, 70gsm			
9	3,000	ream	Paper, Multi-Purpose, Legal, 70gsm			
10	2,000	piece	Steno Notebook, 40 leaves, spiral			
11	50	pack	Sticky Noted Film Index Sign Here, 45.72 mm x 12.7 mm, 125 sheet/pack, assorted color			
12	50	roll	Tape, packaging, 48 mm, 50 meters length			
13	100	roll	Tape, masking, 24mm, 50 meters length			
14	40	roll	Tape, masking, 48mm, 50 meters length			
15	4,000	pack	Meta Cards, neon, assorted light colors, 4"x 8", 100/pack			
16	200	piece	Certificate holder, glass frame, wooden sides, A4 size			
17	300	piece	Certificate holder, plastic, A4 size			
18	150	bottle	Multi-Purpose Glue, 130g min			
19	1,200	box	Paper Clip, gem type, 48mm, 100pcs/box			
20	500	box	Staple wire, standard, no.35			
21	80	piece	Stapler, standard size: No. 35, heavy duty with remover			
22	80	piece	Calculator, compact, electronic, 12 digits			
23	100	piece	Puncher, Heavy Duty, Standard, 2 hole			
24	100	piece	Scissors, 8", plastic handle			
25	180	box	Permanent Marker, Blue, Broad Tip, 12pcs/box			
26	191	box	Permanent Marker, Black, Broad Tip, 12pcs/box			
27	200	box	Whiteboard, broad tip, black, 12pcs/box			
28	500	piece	Retractable ID Badge Holder, Assorted Color			
29	2,000	piece	Horizontal ID Badge with garterized lanyard, hard transparent plastic			
30	1,000	box	Fastener, plastic, 70mm			

**Purchase Form No. 04-A (Annex A)**

31	2,000	box	Fastener, metal, not sharp edges, 50 sets, 2"thick			
32	100	piece	Highlighter, fluorescent, assorted color			
33	1000	piece	Correction Tape, 5mm x 8 meters			
34	30	piece	Correction Pen, metal tip,12ml			
35	50	box	Rubber band, 70mm flat length, #18			
36	100	piece	Record Book, 300 pages, 214mm x 278mm			
37	200	piece	Transparent Ruler, 12 inches			
38	30	pack	Printable Vinyl Sticker, A4, Matte, 20pcs/pack			
39	300	box	File Document Box 10.5x12.5x16.25, assorted color			
40	4	pack	Laminating Film, A4, 100 pcs/pack			
41	3	roll	Stretch Film, 500mm x 300mm			
42	300	roll	Manila Paper, 100pcs/roll			
XXXX page 2 of 2 XXXX						
Approved Budget for the Contract: Php 4,229,500.00				<b>Total</b>		
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-AF7-2021-0694

**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**

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Canvasser

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

Supplier