

**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: **July 17, 2023**

RFQ No. **2023-0312 KC-FO7**

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:  
**July 21, 2023, 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 for Kalahi-CIDSS staff use to be delivered in 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; 231-2172 local 17126**

E-mail Address : **kalahiaf7.procurement23@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. 2023-0312 KC-F07  
Date: July 17, 2023Company 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	2,000	PIECE	NOTEBOOK, STENOGRAPHER, 40 - 60 LEAVES, SPIRAL			
2	105	PACK	FOLDER, LEGAL, WHITE, 100PCS/PACK			
3	55	BOX	EXPANDING, KRAFTBOARD, FOR LEGAL SIZE DOCUMENTS, 100 PIECE PER BOX			
4	105	REAM	PAPER, CERTIFICATE PAPER, A4, 500PCS/REAM, CREAM COLOR			
5	500	REAM	BONDPAPER, A4 SIZE, 70GSM, 216X297MM			
6	1,000	REAM	BONDPAPER, LEGAL SIZE, 70GSM, 216MM X 330MM			
7	3,000	PACK	METACARDS, 100 pieces/pack (assorted <b>light colors</b> - green, pink, orange, & yellow)			
8	200	BUNDLE	MANILA PAPER, 100 sheets/bundle			
9	100	BOX	CRAYONS, 24 COLORS PER BOX, SMALL SIZE			
10	100	BOTTLE	GLUE, ALL-PURPOSE, 130G MIN WITH NOZZLE			
11	4,500	ROLL	TAPE MASKING, 24MM, 50 METERS LENGTH			
12	200	ROLL	TAPE PACKAGING, 48MM, 50 METERS LENGTH			
13	500	BOX	PERMANENT, BROAD/CHISEL TYPE, BLACK, 12 PCS/BOX			
14	100	BOX	PERMANENT, BROAD/CHISEL TYPE, BLUE, 12 PCS/BOX			
15	5,000	PIECE	HORIZONTAL ID BADGE WITH GARTERIZED LANYARD, HARD TRANSPARENT PLASTIC			
16	4,000	PIECE	CERTIFICATE HOLDER, PLASTIC, PADDED BACK, A4 SIZE			
17	5	PACK	LAMINATING FILM, A4 SIZE, 250CRM, 100 SHEETS PER PACK			
			<b>Eligibility Requirements:</b> 1. Mayor's/Business Permit 2. Security and Exchange Commission Certificate (SEC/Department of Trade and Industry Certificate (DTI)/Cooperative Development Authority Certificate(CDA)			
			XXXX page 1 of 1 XXXX			
Charge to: KC-AF Funds						
End User: KC-AF						

PURPOSE : Office supplies for Kalahi-CIDSS staff use

PR No. 2023-0312 KC-F07

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