

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: **April 25, 2024**

RFQ No. **2024-0051 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:
April 30, 2024 at 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 the **Supply and Delivery of Office supplies for ACT Kalahi CIDSS NCDDP use.**

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; 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

Annex A

RFQ No. 2024-0051 KC-FO7
Date: April 25, 2024

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	1,100	REAM	BONDPAPER, A4 SIZE, 70GSM, 216X297MM			
2	1,100	REAM	BONDPAPER, LEGAL SIZE, 70GSM, 216MM X 330MM			
3	2,000	PIECE	NOTEBOOK, STENOGRAPHER, 40 - 60 LEAVES, SPIRAL			
4	80	PACK	STICKER PAPER, A4, GLOSSY, WHITE, 20S/PACK			
5	40	PACK	FOLDER, LEGAL, WHITE, 100PCS/PACK			
6	24	BOX	EXPANDING, KRAFTBOARD, FOR LEGAL SIZE DOCUMENTS, 100 PIECE PER BOX			
7	48	REAM	PAPER, CERTIFICATE PAPER, A4, 500PCS/REAM, CREAM COLOR			
8	3,000	PACK	METACARDS, 100 pieces/pack (assorted light colors - green, pink, orange, & yellow)			
9	60	BUNDLE	MANILA PAPER, 100 sheets/bundle			
10	100	PACK	STICKY NOTE, PET INDEX W/ "SIGN HERE" MESSAGE FLAG, ASSORTED COLORS, 45X12MM, 100 SHEETS/PACK			
11	100	PAD	NOTEPAD, STICK-ON, (1"X3"), 100 SHEETS PER PAD			
12	100	PAD	NOTEPAD, STICK-ON, (2"X3"), 100 SHEETS PER PAD			
13	100	PAD	NOTEPAD, STICK-ON, (3"X3"), 100 SHEETS PER PAD			
14	100	PAD	NOTEPAD, STICK-ON, (3"X4"), 100 SHEETS PER PAD			
15	200	BOX	CRAYONS, 24 COLORS PER BOX, SMALL SIZE			
16	80	BOTTLE	GLUE, ALL-PURPOSE, 130G MIN WITH NOZZLE			
17	200	ROLL	TAPE, TRANSPARENT, 24MM, 50 METERS LENGTH			
18	800	ROLL	TAPE, MASKING, 24MM, 50 METERS LENGTH			
19	500	ROLL	TAPE, PACKAGING, 48MM, 50 METERS LENGTH			
20	70	BOX	PERMANENT MARKER, BROAD/CHISEL TYPE, BLACK, 12 PCS/BOX			
21	30	BOX	PERMANENT MARKER, BROAD/CHISEL TYPE, BLUE, 12 PCS/BOX			
22	30	BOX	WHITEBOARD MARKER, BROAD/CHISEL TYPE, BLACK			
23	30	BOX	WHITEBOARD MARKER, BROAD/CHISEL TYPE, BLUE			
24	1,000	PIECE	HORIZONTAL ID BADGE WITH GARTERIZED LANYARD, HARD TRANSPARENT PLASTIC			
25	500	PIECE	CERTIFICATE HOLDER, PLASTIC, PADDED BACK, A4 SIZE			

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
26	96	PIECE	SIGNPEN, TIP 1.0MM, BLACK			
27	96	PIECE	SIGNPEN, TIP 1.0MM, BLUE			
28	1,032	PIECE	SIGNPEN, TIP 0.50MM, BLACK			
29	1,032	PIECE	SIGNPEN, TIP 0.50MM, BLUE			
30	1,020	PIECE	SIGNPEN, TIP 0.5MM, GREEN			
31	1,020	PIECE	BALLPEN, TIP 0.5 MM, BLACK			
32	1,008	PIECE	BALLPEN, TIP 0.5 MM, BLUE			
33	100	BOX	FASTENER, METAL, 70MM BETWEEN PRONGS, NOT SHARP EDGE, 50 SETS PER BOX			
34	1,100	PIECE	CORRECTION TAPE; DISPOSABLE, USABLE LENGTH OF 8 METERS, 5MM WIDTH			
35	800	BOX	PAPER CLIP, GEM TYPE, 32MM, 100 PIECE/BOX			
36	50	BOX	BINDER CLIPS, BACKFOLD, 1" OR 25MM, 12 PIECE/BOX			
37	60	BOX	BINDER CLIPS, BACKFOLD, 2" OR 51MM, 12 PIECE/BOX			
38	100	PIECE	HIGHLIGHTER, FLOURESCENT, YELLOW GREEN/YELLOW, PINK, ORANGE			
39	50	BOX	STAPLE WIRE #35, STANDARD SIZE, 26/6			
			Eligibility Requirements: 1. Mayor's/Business Permit 2. Security and Exchange Commission Certificate (SEC/Department of Trade and Industry Certificate (DTI)/Cooperative Development Authority Certificate(CDA)			
			XXXXXXXX			
Charge to: KC-NCDDP AF Funds						
End User: KC-NCDDP AF						

PURPOSE : Office supplies for ACT Kalahi-CIDSS NCDDP staff use

PR No. 2024-0051 KC-FO7

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