

**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: **October 3, 2023**

RFQ No. **2023-0366 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:

**October 10, 2023, 4:00 PM.**

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 **Customized KALAHI-CIDSS Information Kit** 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-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](mailto: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. 2023-0366 KC-F07  
Date: October 3, 2023

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
			<b>KALAHI-CIDSS INFORMATION KIT</b>			
	2,280	piece	<b>Customized Pockets</b> <b>Specifications:</b> - Size: 9" x 12" pocket presentation folder - Two 4" pockets - Full colored			
	2,600	piece	<b>Information Card</b> <b>Specifications:</b> - Size: A4 Size - Glossy Paper - Full colored  KALAHI-CIDSS			
	2,600	piece	CDD Institutionalization			
	2,600	piece	BP2P			
	2,600	piece	PMNP			
	2,600	piece	KKB			
			<b>KALAHI-CIDSS PAMANA Program Posters</b>			
	900	piece	Posters <b>Specifications:</b> - Size: 1.5 ft. x 2 ft. - Glossy / Matte - Full colored - Poster  KALAHI-CIDSS			
	900	piece	CDD Institutionalization			
	400	piece	BP2P			
	400	piece	PMNP			
	400	piece	KKB			
			<i>Please see attached sample design.</i>			
			<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 - Social Marketing Unit						

**PURPOSE :** For distribution during important events of KALAHI-CIDSS programs.

PR No. 2023-0366 KC-F07

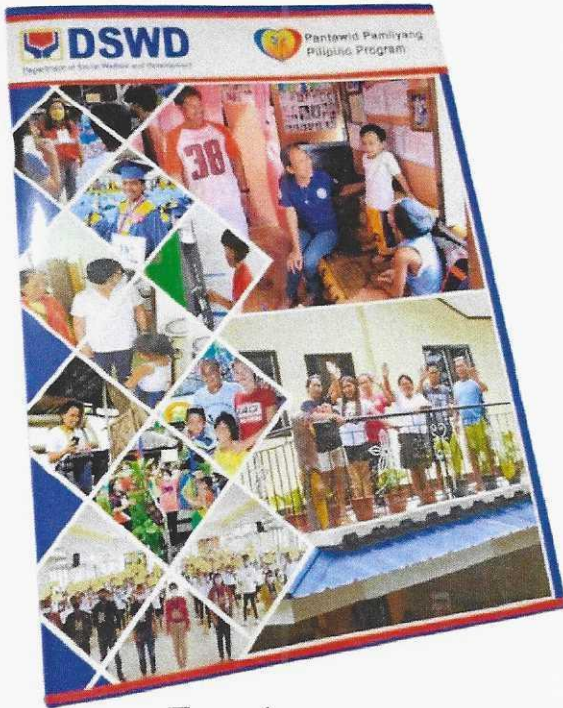
**IMPORTANT :** The winning bidder **MUST SIGN** the original copy of Purchase Order (P.O.) or Letter Order (L.O.) within three (3) days from the date of receipt. FAILURE to sign the original P.O. / L.O. means that the bidder is not interested and will be a ground for suspension or blacklisting in DSWD's future biddings.

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

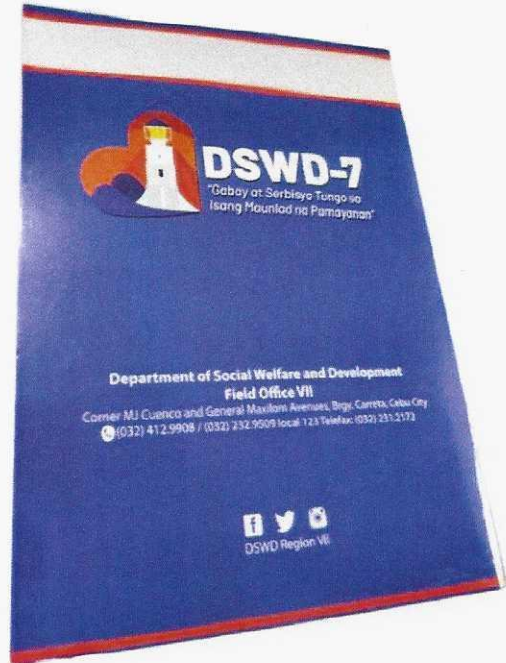
(Signature over printed name)  
Supplier

Pocket Folder Sample

-Sample only. Design and Content not yet final



Front



Back



Inside

A small, handwritten mark or signature in the bottom right corner of the page.

Sample A4 infographic

Glossy full color

**DSWD**  
Department of Social Welfare and Development

SCOTREC  
PAB

# Congratulations!

**The Department of Social Welfare and Development is ISO 9001:2015 Certified!**

*With the scope of "Provision of Social Welfare and Development Services covering all DSWD Offices' Frontline and Non-Frontline Services for the following areas: (i) General Administration and Essential Support Services; (ii) Operations Management; (iii) Disaster Response Management; (iv) Policy and Plans Development; (v) Standards and Regulatory Services Administration; and (vi) Capacity Building."*

#1SangDSWD #1SONgByahe

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

**Maagap at Mapagkalingang Serbisyo!**

#DSWDMayMalasakit

[www.dswd.gov.ph](http://www.dswd.gov.ph)

[f](#) [t](#) [v](#) [dswdserves](#)

## SAMPLE POSTER

- Size: 1.5 ft. x 2 ft.
- Glossy / Matte
- Full colored



### Unsa ang **Community-Driven Development?**

Ang Community-Driven Development usa ka proseso nga nag-aghat sa katawhan nga mas mahimong aktibo sa pagpauswag ug pagpalambo sa ilang komunidad.

Nagtumod Klini sa mga prinsipyo sa:

- ✓ Pagsalmot
- ✓ May tulubagon
- ✓ Malangkubon
- ✓ Malungtarun
- ✓ Kadayag

Sa CDD, gihatagan og gahom ang katawhan sa pag-desisyon ug paggamit sa pondo aron matubag ang mga nag-unang panginahanglanon sulod sa komunidad.

### Nganong kinahanglan himoong pormal ug organisadong kalihokan ang CDD?

Ang CDD mohatag og gahom sa mga komunidad nga mosalmot sa paggama, pagpatuman, ug pagsiguro sa kalahutayan sa mga proyektong mopakunhod sa kapobrehon og mopalikay sa mga katalagman.

Mo-komplementar ang CDD sa Local Government Code pinaagi sa paghatag og mekanismo nga magpadayon pagbarog ang mga komunidad pinaagi sa napamatud-an na nga sistema sa pagpahibalo, pag-umol, pagbansay sa mga residente nga mahimong andam ug lig-on sa bisan unsang sitwasyon.

Ang KALAHI-CIDSS nanguna sa paggamit sa CDD nga estratehiya sulod sa 15 ka tuig ug nagpakita sa mga maayong resulta sa pagpakunhod sa kapobrehon, paghatag og gahom sa katawhan, ug pag-uswag sa panggobyernong andam makigtambayayong sa katawhan.

### Pagbalaod sa CDD sa Pilipinas

Gitanyag sa CDD Bill ang mga mosunod:

- ✓ Paggamit sa pamaagi sa Community-Driven Development isip usa ka estratehiya alang sa malangkubon nga kalamboan og pagpanalipod sa katawhan
- ✓ Pagmugna og usa ka Inter-Agency Advisory Council nga motutok sa pagbuhat og mga polisiya
- ✓ Pagbansay sa mga lokal nga panggamhanan, civil society organizations ug mga komunidad aron masiguro ang insaktong pamaagi sa CDD

### Mag-uban ta sa pagduso sa Community-Driven Development!

Ipakita ang imong suporta pinaagi sa pag-apil sa signature campaign

<https://bit.ly/PirmaKalahi>



**Maagap at Mapagkalingang Serbisyo!**

**MagKALAH!**  
Iayo, Pilipinas!

DSWD Region VII

[www7.dswd.gov.ph](http://www7.dswd.gov.ph)

DSWD Field Office VII, M3 Cuenco Ave., cor. Gen. Maxilom Ave., Brgy. Carreta, Cebu City