

REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
#40 North Drive, Baguio City  
KALAHI-CIDSS NATIONAL COMMUNITY DRIVEN DEVELOPMENT PROJECT

REQUEST FOR QUOTATION OF GOODS/SERVICES

RFQ No. 2021-10-963

Date: **October 15, 2021**

Company Name:  
Address:  
Contact Person:  
Contact Number:

Sir/Madam :

1. The National Community Driven Development Project (NCDDP) 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. Awarding of contract will be based on lowest calculated and responsive total price quotation. However, in case the Procuring Entity will receive incomplete quotations from the retrieved RFQ forms, awarding of contract will be on per item 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 at the address indicated in Paragraph 6 is on: **October 22, 2021 6:00PM**

Telephone : (074) 661-0430 Local 25025  
E-mail Address : cddp.car@gmail.com / kdkpugoy@dswd.gov.ph

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 supply/services and delivery to **TERRACE LIM BAGUIO CONDOMINIUM #07 Laubach Road, Upper General Luna, Baguio 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 (PO):** 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 up to forty five (45) days from the deadline for receipt of quotation(s) indicated in paragraph 4 of this Request for Quotation.
    - vi. If the **supplier(s)/ service provider(s)** withdraw the 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 suppliers for the project for two years.
    - vii. If the **supplier(s)/service provider(s)** does not start the delivery or perform the services under the contract/PO 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 negotiated 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 (1%) of the undelivered cost for everyday of delay shall be imposed.**

6. Further information may be obtained from:

KC-NCDDP's Address: **DSWD-CAR #40 NORTH DRIVE, BAGUIO CITY**  
Telephone: **(074) 661-0430 Local 25025**  
E-mail Address: **cddp.car@gmail.com / kdkpugoy@dswd.gov.ph**

7. Please confirm by e-mail the receipt of this request and whether or not you will submit the price quotation(s)

Sincerely,

  
VICTOR U. BOMOWEY  
Head, Procurement Section

**REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
# 40 North Drive, Baguio City**

Annex A : RFQ

RFQ No. 2021-10-963

Date: October 15, 2021

Company Name : \_\_\_\_\_  
 Company Address : \_\_\_\_\_  
 Contact Person : \_\_\_\_\_  
 Contact No. : \_\_\_\_\_

Item no,	Qty.	Unit	Purchaser's Specifications	BRAND OFFERED <i>(Please include model and other details)</i>	Unit Cost	Total Cost
			<b>Purchase and Delivery of Office for KC RPMO Operations</b>			
1	1	set	<b>PHOTOCOPIER</b> Digital Multifunctional System (monochrome) <i>**Please see attached minimum specifications</i>			
2	1	set	<b>PHOTOCOPIER</b> Digital Multifunctional System (colored) <i>**Please see attached minimum specifications</i>			
3	1	set	<b>SCANNER</b> <i>**Please see attached minimum specifications</i>			
3	1	set	<b>PROJECTOR</b> <i>**Please see attached minimum specifications</i>			
<b>TOTAL</b>						
<b>OTHER REQUIREMENTS</b>				<b>COMPLIANCE:</b> <i>(Please check whether can comply or not, no check mark will mean non-compliance)</i>		<b>REMARKS</b>
				<b>COMPLY</b> (Please Check)	<b>CANNOT COMPLY</b> (Please check)	
1. Delivery place is TERRACE LIM BAGUIO CONDOMINIUM #07 Laubach Road, Upper General Luna, Baguio City				[ ]	[ ]	
2. In case of Liquidated Damages (LD), computation will be on calendar day basis.				[ ]	[ ]	
<i>Awarding of contract will be based on lowest calculated and responsive total price quotation. However, in case the Procuring Entity will receive incomplete quotations from the retrieved RFQ forms, awarding of contract will be on per item basis.</i>						
<b>** PLS. AVOID ERASURES/IF UNAVOIDABLE, PLS. AFFIX YOUR INITIAL ON ALL ERASURES</b>						


**PURPOSE :** Purchase and Delivery of Office for KC RPMO Operations

**PR/PP No** 2021-10-566

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

**NOTE :** Procurement procedure in accordance with KC NCDDP Program Procurement Guidelines

**NO GIFT ALLOWED.** Pursuant to RA 6713, otherwise known as the Code of Conduct Ethical Standards for Public Officials and Employees. The DSWD reserves the right to reject any or all offers at no costs, waive any therein and accept the offer most advantageous to the government.

  
Kenneth Dujane K. Pugoy  
PMO II

\_\_\_\_\_  
Name and Signature of Convasser

\_\_\_\_\_  
Signature over printed name  
SUPPLIER