

**REQUEST FOR QUOTATION (RFQ)**

**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
KALAHI CIDSS-NATIONAL COMMUNITY DRIVEN DEVELOPMENT PROGRAM (KC-NCDDP)**

**Field Office Caraga  
R. Palma Stree, Capitol Site, Butuan City  
Fax No. 815-9173 / Tel No. 342-5619**

**REQUEST FOR QUOTATION OF GOODS**

Date of Request: 12/1/2021

RFQ No. 21-11-2523 KC-NCDDP

Company name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Sir/Madam: \_\_\_\_\_

1. The National Community Driven Development Program (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. 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 provider(s) offering the lowest evaluated price on pe

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 at the address indicated in Paragraph 6 is:  
\_\_\_\_\_

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 and delivery of \_\_\_\_\_ to be delivered at \_\_\_\_\_

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 forty five (45) calendar days from the deadline for receipt of quotation(s) indicated in paragraph 4 of this Request for Quotation.

vi. If the **supplier/service provider** 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/service provider** does not start the delivery or perform the services under the contract/PO within 7 days (upon receipt of the purchase order/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: \_\_\_\_\_

Delivery Address : \_\_\_\_\_  
Telephone : \_\_\_\_\_  
Fax : \_\_\_\_\_  
E-mail Address : \_\_\_\_\_

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

Sincerely,

  
VINNES V. ASTIMADO

Name and Signature of Head of the Procurement and Supply Unit

