

**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
KALAHI CIDSS-NATIONAL COMMUNITY DRIVEN DEVELOPMENT PROGRAM (KC-NCDDP)
FIELD OFFICE III
Government Center, Maimpis, City of San Fernando (P)
Telephone Nos.(045) 961-2143**

REQUEST FOR QUOTATION OF GOODS

RFQ No. 2024-09-0009
PR No. 2024-07-040
Mode of Proc. Shopping PPG

*Company Name : _____
*CompanyAddress : _____
*Contact Person : _____
*Contact Number : _____
*Email Address : _____

Sir/Madam:

1. The National Community Driven Development Program (NCDDP) hereby requests you to submit price quotations for the following items in Annex A: **PURCHASE OF CONSUMABLE INKS AND TONERS FOR THE USE OF KC-NCDDP ACT STAFF CY 2024.**

To assist you in the preparation of your price quotation, we enclose the necessary technical specifications and required quantities.

Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in **Annex A**. Failure to indicate information could be basis for non – compliance. Also, furnish us with **descriptive brochures, catalogues, literatures and/or samples**, if applicable.

Please accomplish and submit this form together with **Annex A, Valid Mayors Permit, Notarized Special Power of Attorney (SPA) / Secretary Certificate for Authorized Representative, Latest Income/Business Tax Return (for ABCs 500k and above), notarized Omnibus Sworn Statement 2 days upon receipt of Notice of Award(for ABCs above 50k)** and all the required documents to DSWD FO III - PEAC Secretariat either in person or electronically under the following conditions:

ELECTRONIC SUBMISSION	quotationkalahi@gmail.com
IN PERSON SUBMISSION	DSWD ANNEX A, San Isidro City of San Fernando, Pampanga

Quotations submitted to different email address(es) as stated above shall not be considered for evaluation. Bids submitted must be in **pdf format** ONLY clearly scanned in an **SINGLE FILE** including all supporting documents.

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(s) 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 services facilities in the Philippines.

4. The deadline for receipt of your quotation (s) by the KC-NCDDP at the address indicated in above is on: **September 09, 2024 2:00PM.**

5. Your quotation(s) should be submitted as per the following instruction and in accordance with the Terms and Conditions including the following:

6. **Prices:** The prices should be quoted for supply and delivery of **PURCHASE OF CONSUMABLE INKS AND TONERS FOR THE USE OF KC-NCDDP ACT STAFF CY 2024** to be delivered **within DSWD FO III, Main Building, Maimpis Sacop, CSFP on Ten (10) Calendar Days.**

- a. **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 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 Offer:** The quotation(s) should be valid for a period of forty five (45) calendar days from the deadline of 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 deliver 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-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: _____

Office Address	: DSWD Regional Office III, Diosdado Macapagal Government Center, Maimpis, City of San Fernando, Pampanga
Telephone	: 0968-491-8284
Fax	:
E-mail Address	: quotationkalahi@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)


 NEPTUNE M. VALENZUELA
 PDO IV

 (Signature over Printed Name)
 Supplier

*Company Name: _____
 *Company Address: _____
 *Contact Person: _____
 *PhilGEPS Reg. No.: _____

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	Statement of Compliance and Bidder's Specifications (Please fill out the detailed specifications in the space provided)	UNIT COST	TOTAL COST
1		LOT	OFFICE SUPPLIES			
5		bottle	EPSON INK BOTTLE 003, Black, 85 ml, Original			
2		bottle	EPSON INK BOTTLE 003, Cyan, 85 ml, Original			
2		bottle	EPSON INK BOTTLE 003, Magenta, 85 ml, Original			
2		bottle	EPSON INK BOTTLE 003, Yellow, 85 ml, Original			
3		cart	CANON CARTRIDGE INK #47, BLACK, Original			
1		cart	CANON CARTRIDGE INK 054H, CYAN, Original			
1		cart	CANON CARTRIDGE INK 054H, MAGENTA, Original			
1		cart	CANON CARTRIDGE INK 054H, YELLOW, Original			
4		cart	HP 78A INK TONER CARTRIDGE, BLACK, Original			
NOTHING FOLLOWS						
<p>Note: The Agency entitled to decline item delivered if found substandard or non compliant w/ the technical specification stated in the RFQ. The Inspection & Acceptance committee the Agency is Entitled to required a Certificate of Authenticity/Certificate of Distributionship/Certification for Authorized Reseller or any form of document that can attest the authenticating of each item.</p>						
Approved Budget for the Contract: PHP 56,330.00						

Please do not leave any blank items.

TOTAL OFFERED QUOTATION / BID

<p>In WORDS:</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>In FIGURES:</p> <p>PHP _____</p>
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PURPOSE: **PURCHASE OF CONSUMABLE INKS AND TONERS FOR THE USE OF KC-NCDDP ACT STAFF CY 2024**
 PR No. : **2024-07-040**

IMPORTANT: The winning bidder MUST SIGN the original copy of Purchase Order (P.O) at DSWD-Regional Office III, Procurement Section within 48 hours from its issuance.

FAILURE to show up and 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.

Please carefully re-check your bid (i.e. price, technical specifications and delivery date.) DSWD Field Office III implements a "NO MODIFICATION and NO DELIVERY EXTENSION POLICY"



 NEFTUNE M. VALENZUELA
 PDO III

_____ SUPPLIER