

Republic of the Philippines
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Field Office 10

PROOF OF RECEIPT

RFQ No. 23-05-0782-SHOPPING KC-BP2P

Date: 05/18/2023

Items: *Hand Sanitizer, Alcohol, Stamp Pad Ink, Continuous Form, Note Pad, et.al.*

Purpose: PROCUREMENT OF COMMON USE SUPPLIES FOR KC-KKB-BP2P 1ST SEMESTER CY 2023

Company Name	Representative	Position/ Designation	Date	Signature

Name & Signature of Canvasser

GOODS AND NON-CONSULTING SERVICES

REQUEST FOR QUOTATION (RFQ)

**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
KALAHI CIDSS-NATIONAL COMMUNITY DRIVEN DEVELOPMENT PROGRAM (KC-NCDDP)
Field Office 10
Masterson Avenue Upper Carmen, Cagayan de Oro City
(088) 858-8959**

REQUEST FOR QUOTATION OF GOODS

Date of Request: 18 May 2023

RFQ No 23-05-0782-SHOPPING KC-BP2P

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 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 at the address indicated in Paragraph 6 is: **05/22/2023.**
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 **Common Use Supplies for KC KKB BP2P 1st Semester CY 2023** to be delivered at **DSWD Field Office 10.**
- 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.

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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 30 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:

Company Name: **KC-NCDDP**

Address: **Masterson Avenue, Upper Carmen, Cagayan de Oro City**

Contact Person: **Vir Jun V. Miñoza**

Contact Number: **09267384791**

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

Sincerely,

ARNEL V. RADAZA

Procurement Officer

National Community Driven Development Program (NCDDP) Procurement

ANNEX A. RFQ

RFQ No. 23-05-0782-SHOPPING KC-BP2P

Date: 18 May 2023

Company Name: _____

Company Address: _____

Contact Person: _____

Contact No.: _____

Item No	Qty	Unit	Purchaser's Specifications	Supplier/Service Provider's Specifications (Please write the detailed specification in the space provided)	Unit Cost	Total Cost
1	40	bottle	HAND SANITIZER, 500 ml			
2	20	bottle	ALCOHOL, isopropyl, 68%- 72%, 500ml (-5ml)			
3	20	bottle	STAMP PAD INK, purple or violet, 50ml (min.)			
4	5	box	CONTINUOUS FORM, 4 PLY, 280 x 378mm, carbonless			
5	20	pad	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min			
6	700	ream	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm			
7	700	ream	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm			
8	60	book	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min			
9	240	pack	TOILET TISSUE PAPER, 2-ply, 100% recycled, 12 pcs/pack			
10	40	jar	GLUE, all purpose, gross weight: 200 grams min			
11	100	box	STAPLE WIRE, STANDARD, (26/6)#35			

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12	100	roll	TAPE, MASKING, width: 48mm (± 1 mm)			
13	40	roll	TAPE, PACKAGING, width: 48mm (± 1 mm)			
14	30	piece	RULER, plastic, 450mm (18"), width: 38mm min			
15	60	can	AIR FRESHENER, aerosol, 280ml/150g min			
16	60	can	DISINFECTANT SPRAY, aerosol type, 400-550 grams			
17	20	bottle	HAND SOAP, Liquid, 500ml			
18	100	pack	TRASHBAG, GPP specs, black, 940mmx1016mm			
19	840	piece	KN95 FACE MASK			
20	20	piece	FLASH DRIVE, 16 GB capacity			
21	201	piece	CORRECTION TAPE, film base type, UL 6m min			
22	33	box	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc/ 100 pcs			
23	1200	piece	MARKER, whiteboard, black, felt tip, bullet type			
	1200	piece	MARKER, PERMANENT, bullet type, black			
24	100	box	PAPER CLIP, vinyl/plastic coat, length: 50mm min			
25	60	box	RUBBER BAND, 70mm min lay flat length (#18)			
26	20	piece	DATING AND STAMPING MACHINE, heavy duty			
27	25	piece	PUNCHER, paper, heavy duty, with two hole guide			
28	25	pair	SCISSORS, symmetrical, blade length: 65mm min			
29	30	piece	STAPLER, STANDARD TYPE, load cap: 200			

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			<i>staples min</i>			
30	40	<i>piece</i>	<i>STAPLE REMOVER, PLIER-TYPE</i>			
31	30	<i>unit</i>	<i>CALCULATOR, compact, 12 digits</i>			
32	22	<i>cart</i>	<i>Toner Cartridge, HP CF283A (HP83A) LaserJet Black</i>			
33	1200	<i>piece</i>	<i>SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip</i>			
			<i>***** Nothing Follows *****</i>			

PURPOSE: PROCUREMENT OF COMMON USE SUPPLIES FOR KC-KKB-BP2P 1ST SEMESTER CY 2023

PR No. 2023-05-0782

IMPORTANT: The winning supplier/Service Provider 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.

ARNEL V. RADAZA
Procurement Officer

Supplier