

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
Regional Office 5 PBN-Buraguis Legazpi City  
KALAHI-CIDSS NATIONAL COMMUNITY DRIVEN DEVELOPMENT PROGRAM

REQUEST FOR QUOTATION

RFQ No. 1410-0027 NCDDP  
Date: October 21, 2014

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

Sir/Madam:

1. The National Community Driven Development Project (NCDDP) hereby request you to submit price quotations for the following items in Annex A:

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

2. Your quotation in the attached format should be sealed in an envelope (or submitted by facsimile or electronic mail) and addressed to and deliver to the following address:

KC -NCDDP's Address DSWD FO V, PBN-Buraguis, Legazpi City  
Telephone 820-4637  
Fax 480-5347/480-5754/480-5350  
Email Address fo5@dswd.gov.ph

3. Please attach DTI Registration or SEC Registration if a corporation.

4. The deadline for receipt of your quotation(s) by the KC-NCDDP at the address indicated in paragraph 2 is ;  
2-3 days upon receipt of canvass

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

A. **Evaluation of Quotations:** Offers determined to be substantially responsive to the technical specifications will be evaluated by comparisons of their prices. In evaluating the quotations, The purchaser will adjust any arithmetical errors as follows.

- i. where there is a discrepancy between the amount in figures and in words, the amount in words will govern;
- ii. Where there is discrepancy between the unit rates and in the line item total resulting from multiplying the unit rate by the quantity, the units 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) days from the deadline for receipt of quotation(s) indicated in paragraph 4 of this Request for Quotation.

vi. If you withdraw your quotation during the validity and/or refuse to accept the award of a contract when and if awarded, then you will be excluded from the list of NCDDP suppliers/services for the project for 2 years.

6. Further information can be obtained from: Edgardo M. Enojosa, Jr.

Telephone 820-4637  
Fax 480-5347/480-5754/480-5350  
Email Address fo5@dswd.gov.ph

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

Sincerely:

  
GILBERT B. LOGRONIO  
AOII / UNIT HEAD

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
Regional Office 5, PBN-Buragus, Legazpi City

RFQ No.: 1410-0027 NCDP  
DATE: October 21, 2014

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

Item No.	Qty	Unit	Purchaser's Specifications	Bidder's Specification (Please write the detailed specification in the space provided)	Unit Cost	Total Cost
			To furnish board and lodging during the conduct of Community on Project Development Workshop (PDW) on October 28-29, 2014-Batch 1, November 4-5, 2014-Batch 2 and November 6-7, 2014-Batch 2 in the Municipal Hall of Balud, Masbate.			
			<b>FOOD TO BE SERVED:</b>			
			<b>Batch 1</b>			
			October 28, 2014			
			Dinner and Accommodation			
12	pax		October 29, 2014			
			Breakfast			
12	pax		Batch 2			
			November 4, 2014			
			Dinner and Accommodation			
20	pax		November 5, 2014			
			Breakfast			
20	pax		Batch 3			
			November 6, 2014			
			Dinner and Accommodation			
24	pax		November 7, 2014			
			Breakfast			
24	pax		Batch 2			
			November 6-7, 2014			
			Breakfast			
			Batch 1			
			October 28-29, 2014			
			Dinner and Accommodation			
			October 29, 2014			
			Breakfast			
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			Batch 2			
			November 4-5, 2014			
			Dinner and Accommodation			
			November 6-7, 2014			
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			Batch 1			
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			Batch 2			
			November 4-5, 2014			
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REQUEST FOR QUOTATION

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