

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.: F 2109-0162  
Date: September 30, 2021

KC-NCDDP

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. 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 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:

October 6, 2021

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 the PROVISION OF CATERING SERVICES FOR THE CONDUCT OF PROJECT IMPLEMENTATION WORKSHOP (PIW) PROCUREMENT AND FINANCE OF SAN FERNANDO, MASBATE. to be delivered at San Fernando, Masbate as specified from receipt of Contract/Purchase Order.**
  - b. **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 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 the **supplier/service provider** withdraw the quotation during the validity and/or refuse to accept the award of contract when and if awarded, then you will be excluded from the list of NCDDP suppliers for the project for (2) 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 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 one percent of the underlined cost for every day of delay shall be imposed.

6. Further information can be obtained from:

Delivery Address  
Telephone / Cellphone No.  
Email Address

JENNIFER G. REGALADO

Rawis, Regional Center Site, Legazpi City  
0926-709-1743  
fo5kprocurement@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).

Sincerely:

  
JOHN GIL S. GREFAL  
AC II (PROCUREMENT)