

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Batasan Pambansa Complex, Constitution Hills, Quezon City

Tel.Nos. 951-9749, 952-0697 Local: 513-515 Tel.Fax: 951-7116

RUSH

REQUEST FOR QUOTATION OF GOODS

Date of Request: June 22,, 2018

RFQ No. **18-0758** **KC-NCDDP**
Shopping

Company name: _____

Address: _____

Contact Person: _____

Contact Number: _____

Company TIN : _____

Philgeps No.: _____

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: -
on Tuesday, June 26, 2018 at 10:00 am.

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 supply and Delivery of various item (Pls. refer to Annex A)

- 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.
- **Delivery Terms : See Annex A**
 - **Terms of Payment: Fifteen (15) to Thirty (30) Calendar Days upon final inspection and acceptance of goods.**
- vii. If the **supplier/service provider** does not start the delivery or perform the services under the contract/PO within 15 days (after signing of the 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, penalty of **one percent (1%)** of the undelivered cost for every day of delay shall be imposed.

6. Further information can be obtained from: Michelle C. Oxina

Telephone : 9316139 or 931-8101 to 07 local 122-124

Fax : 951-71-16

E-mail Address : quotations@dswd.gov.ph ***Quotations submitted to different fax number(s) or email address(es) as stated above shall not be considered for evaluation.***

Address : DSWD Central-Office, Procurement Office, IBP Road, Constitution Hills, Quezon City

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

Sincerely,


MICHELLE C. OXINA
Procurement Officer

Tel No. 951-7116 / Fax No. 931-61-39

Noted by:


KARINA ANTONETTE A. AGUDO

OIC-Chief, Procurement Planning & Mgt. Division

18-0758

RUSH

Annex A

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

RFQ No. **18-0758** KC-NCDDP

Date: June 22, 2018 Shopping

RUSH

Company Name :
Company Address :
Contact Person :
Contact No. :
Company TIN:
Philgeps Reg. No.

Lot No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications Please write the detailed specifications in the space provided (Indicate brand, model and country of origin)	Unit Cost	Total Cost
1	14	units	LAPTOP COMPUTER			
			Processor:			
			CPU Architecture Technology: Processor model should at least be the latest release			
			Base Speed Frequency: ≥ 2.1 GHZ, up to 4.2Ghz			
			Cores: 4 Cores			
			Cache: ≥ 8 MB Smart Cache			
			Operating System:			
			Type: Latest Stable Proprietary OS 64-bit			
			Version: Professional version (Must have the capability to join Active Directory)			
			A recovery disk containing the operating system and the unit's required drivers should be provided per unit			
			Office Productivity Software:			
			Type: Latest Stable Proprietary OPS for Corporate Application Perpetual			
			Version: Standard or Professional, Inclusive of: Word Processor, Spread Sheet, Presentation & Email for offline use			

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PURPOSE : Laptop for the use of KC-NCDDP Staff

PR NO : 2018061866

IMPORTANT : The winning bidder MUST SIGN the original copy of Purchase Order (P.O.) at DSWD-Central Office, Procurement and Supply Division within three (3) days from the date advance copy was served thru fax. FAILURE to show up and sign the original P.O. means that the bidder is not interested and will be ground for suspension/blacklisting in DSWDs future biddings.

MICHELLE C. OXINA
Procurement Officer
Tel No. 931-6139
Fax No. 9517116

(Signature over printed name)
Supplier

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Annex A

RFQ No.

18-0758**KC-NCDDP**

Date:

June 22, 2018

Shopping

RUSH

Company Name : _____
 Company Address : _____
 Contact Person : _____
 Contact No. : _____
 Company TIN: _____
 Privileges Reg. No. _____

Lot No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications Please write the detailed specifications in the space provided (Indicate brand, model and country of origin)	Unit Cost	Total Cost
1			continuation A certificate of Authenticity (COA) of the license from the OS provider should be provided.			
			Installation disk containing software license should be provided per unit.			
			Memory:			
			Capacity: ≥8 Gb DDR4			
			Speed: DDR4 - 2400mhz			
			Keyboard: Built-in			
			Pointing Devices/Mouse:			
			Type: Touch Pad with multi-gesture and scrolling function and inclusive of Standard Optical Mouse USB (mouse should be the same brand of the laptop being offered)			
			Graphics Controller: Integrated			
			a. Support for Microsoft DirectX* 11.1 Compatible			
			I/O Ports: All ports should be INTEGRATED/BUILT-IN (no USB conversions/extension/adapters)			
page 2 of 4 pages						

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Annex A

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 Company Address : _____
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Lot No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications Please write the detailed specifications in the space provided (Indicate brand, model and country of origin)	Unit Cost	Total Cost
			continuation			
			Graphics Controller: Integrated			
			a. Support for Microsoft DirectX* 11.1 Compatible			
			I/O Ports: All ports should be INTEGRATED/BUILT-IN (no USB conversions/extension/adapters)			
			≥ 2 x USB 3.0 port			
			1 x headphone jack			
			1 x microphone jack			
			1 x RJ-45 LAN port			
			1 x HDMI			
1			Display: ≤ 15.6" INCH LED Display with built-in webcam			
			Hard Drive: ≥ 1 TB HDD			
			Sound Controller: Integrated/built-in High Definition Audio system, built in microphone, built-in two speakers			
			Weight: ≤ 2.5 kgs. Including battery			
			Communication: must be integrated/ built -in(no usb) conversions/extensions/adapters)			
			Wireless - Integrated Dual Band Wireless - 802.11 ac/a/b/g/n. Bluetooth 4.0			
			Ethernet - Integrated 10/100/1000MB Base-TX			
			Battery: Removable battery at least 6 hours operation with one full charge.			

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Company Name :	
Company Address :	
Contact Person :	
Contact No. :	
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Lot No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications Please write the detailed specifications in the space provided (indicate brand, model and country of origin)	Unit Cost	Total Cost
			continuation			
			Warranty & SLA:			
			three (3) years Hardware Warranty.			
			One (1) year on Mouse			
			Next – Business Day Parts / Replacement			
			< 4 hours response time for issues reported			
			To protect DSWD from unreliable and unproven products the following is required:			
			Manufacturer of the proposed brand should be ISO 9000 and ISO 14001 certified or better.			
			Proposed BRAND should be Energy Star Compliant (separate from ISO 14029)			
			Energy Star logo should be seen during boot up of unit.			
1			Proposed BRAND should have an existing technical web support system where brand providers/ bidders can log-in and key-in product service codes/ item codes for faster tracking of defective / RMA products and faster turn-around of technical support			
			Delivery Period			
			45 Calendar Days			
			xxxxxxxxxxxxnothing followsxxxxxxxxxxx			
			Delivery Site: DSWD-Central Office, Procurement Service Warehouse, IBP Road, Constitution Hills, Quezon City			

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