



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Field Office VII
Corner M.J. Cuenco and Gen. Maxilom Ave., Cebu City

REQUEST FOR QUOTATION SHOPPING

RFQ No. : **DSWD7-2024-0239**

Date : **March 11, 2024**

Company Name : _____
Company Address : _____
Contact Person : _____
Contact No. : _____
PhilGEPS Registration No.: _____

Sir/Madam:

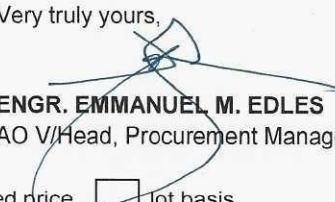
Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in Annex A. Failure to indicate information could be the basis for non-compliance. Also, kindly furnish us with descriptive brochures, catalogues, literatures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

If you are the exclusive manufacturer, distributor or agent in the Philippines for the goods listed in **Annex A**, please attach in your quotation a duly notarized certification to this effect.

Interested service providers are required to submit true copies of their valid **Mayor's/Business Permit & Philgeps Registration Number** upon submission of quotation.

Please accomplish and submit this **form** together with **Annex A** and **Bank Information** to the BAC Secretariat, DSWD Field Office VII, Cebu City or send it through facsimile numbers (032) 233-8785; 233-0261; 231-2172 local 140 or 148 or e-mail to bac.fo7@dswd.gov.ph on or before **March 14, 2024 at 5:00PM.**

Very truly yours,


ENGR. EMMANUEL M. EDLES
AO V/Head, Procurement Management Section

Terms and Conditions:

- Award shall be made on per: ☐ item basis ☒ total quoted price ☐ lot basis
- Quotation validity shall be not less than **60 calendar days.**
- Good/s or Services shall be delivered **within 30 days calendar from receipt and conformity of Purchase Order.**
- Place of Delivery: **DSWD FO VII, Corner M.J. Cuenco Avenue and Gen. Maxilom Ext., Carreta, Cebu City**
- Terms of Payment: **within 30 days from the receipt of billing statement.**
- Liquidated Damages/Penalty: **One-tenth of one percent for everyday of delay shall be imposed.**
- In case of discrepancy between total price per item and unit price for the item as extended or multiplied by the quantity of that item, the latter shall prevail.
- Warranty period, if applicable: _____


BONAPARTE D. CASEÑAS II
Canvasser

I am interested to quote and agree to the terms and conditions.

(Signature over Printed Name of Supplier / Service
Provider / Authorized Representative)



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Field Office VII, Cebu City

Company Name _____
 Company Address _____
 Contact Person _____
 Contact No. _____
 PhilGEPS Registration No.: _____
 Tin Number: _____

RFQ No. DSWD7-2024-0239

Date: March 11, 2024

Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			Supply and Delivery of Printer				
1	10	piece	Laser Printer SPECIFICATIONS: Functions: Print, Scan, Copy with ADF Print Technology: Laser Print Speed: up to at least 20 ppm on A4 Monthly Duty Cycle: up to at least 10,000 pages on A4 Connectivity: Hi-Speed USB 2.0; Fast Ethernet 10/100Base-Tx network port; Wireless 802.11 b/g/n Processor Speed: at least 600MHz Memory: at least 128MB Scanner type: Flatbed, ADF Scan File Format: PDF, JPG, TIFF, PNG, BMP Scan Resolution: Optical Up to 600 x 600 dpi Scan size (ADF): Between 145 x 145 mm to 216 x 356 mm Automatic Document Feeder Capacity: 40 sheets Scan Technology: Contact Image Sensor (CIS) Paper Handling Input: 150 sheet input tray Paper Handling Output: 100 sheet output bin Media Types: Plain, Thick, Thin, Cotton, Colour, Preprinted, Recycled, Labels, CardStock, Bond, Archive, Envelope Media sizes supported: A4; A5; A5 (LEF); B5 (JIS); Oficio; Envelope (DL, C5) WARRANTY: at least 1 year				

Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
2	6	piece	Color Inkjet Printer SPECIFICATIONS: Functions: Print, Scan, Copy with ADF Print Technology: Inkjet Print Speed: at least 8.8 ipm black, 4.4 ppm color Print Resolution: 4800 x 1200 dpi Maximum Monthly Duty Cycle: up to at least 1,200 pages Connectivity: Wireless LAN IEEE 802.11b/g/n, USB 2.0 Scanner type: Flatbed, ADF Scan Resolution: Optical Up to 600 x 1200 dpi Scan size (ADF): A4, Letter, Legal Scan Technology: Contact Image Sensor (CIS) Copy Speed: Up to 6.4 ipm, Black / 2.7 ipm, Color WARRANTY: at least 1 year				
Total:							
Approved Budget for the Contract: Php 240,000.00				Note: "Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
End User: PSD-CIS							
PURPOSE : For AICS Use							

Note: Procurement procedure in accordance with DSWD-Memorandum Circular No. 2, Series of 2007.


BONAPARTE D. CASEÑAS II
 Canvasser

 Signature of Supplier / Authorized Representative
 Over Printed Name

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