



**REQUEST FOR QUOTATION
 SHOPPING**

RFQ No. : DSWD7-2024-1616
 Date : November 26, 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 supplier/s are required to submit true copies of their **valid Mayor's Permit and Philgeps Registration Number** upon submission of quotation/s.

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 **December 2, 2024 at 4:00PM**.

Very truly yours,

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

Terms and Conditions:

1. Award shall be made on per: item basis total quoted price lot basis
2. Quotation validity shall be not less than **60 calendar days**.
3. Good/s or Services shall be delivered **within 30 days calendar from receipt and conformity of Purchase Order.**
4. Place of Delivery: **DSWD FO VII, Corner M.J. Cuenco Avenue and Gen. Maxilom Ext., Carreta, Cebu City**
5. Terms of Payment: **within 30 days from the receipt of billing statement.**
6. Liquidated Damages/Penalty: **One-tenth of one percent for everyday of delay shall be imposed.**
7. 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.
8. Warranty period, if applicable: _____


BENJAMINE LIM
 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. **DSWD7-2024-1616** ✓
 Date: **November 26, 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 Toner							
1	4 ✓	cart	Toner for HP Laserjet Pro MFP M479dw (416A-W2040A), Black, OEM (with existing printer) ✓				
2	2 ✓	cart	Toner for HP Laserjet Pro MFP M479dw (416A-W2041A), Cyan, OEM (with existing printer) ✓				
3	2 ✓	cart	Toner for HP Laserjet Pro MFP M479dw (416A-W2042A), Yellow, OEM (with existing printer) ✓				
4	2 ✓	cart	Toner for HP Laserjet Pro MFP M479dw (416A-W2043A), Magenta, OEM (with existing printer) ✓				
5	10 ✓	cart	Toner for Canon Image Runner 16431 Multi-function Copier, OEM (with existing printer) ✓				
TOTAL							
Approved Budget for the Contract: Php 224,000.00				Note: "Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
End User: FMD-BS							
PURPOSE : For accounting and Budget Section used in printing various reports and documents. ✓							

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


BENJAMINE LIM
 Canvasser

 Signature of Supplier / Authorized Representative Over
 Printed Name

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