



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. : DSWD7-2025-0563

Date : April 30, 2025

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) 887-9720; 233-0261; 231-2172 local 17140 or 17110 or e-mail to bac.fo7@dswd.gov.ph on or before **May 05, 2025 at 05:00PM**.


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 calendar days 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: _____


CHARL ALBERT J. TORREFIEL
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. _____
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Tin Number: _____

RFQ No.: DSWD7-2025-0563

Date: April 30, 2025

| 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 Printers | | | | |
| 1 | 3 | unit | MULTI-FUNCTION PRINTER (COLOURED) Printer Type: Print, Scan, Copy, Fax with ADF Print Method: Inkjet Maximum Resolution: 5760 x 1440 dpi Print Speed: Up to 10 ipm / 5.0 ipm*2 Maximum Copy Resolution: 600 x 600 dpi Maximum Copy Size: Legal Scanner Type: Flatbed colour image scanner Maximum Scan Area: 216 x 297 mm Optical Resolution: 1200 x 2400 dpi ADF Paper Capacity: 30 pages (A4), 10 pages (Legal) Number of Paper Trays: at least 1 Maximum Paper Size: 215.9 x 1200 mm or Legal Operating System Compatibility: Windows XP / XP Prof. / Vista / 7 / 8 / 8.1 / 10 Mac OS X 10.6.8 or later USB: USB 2.0 Network: Ethernet, Wi-Fi IEEE 802.11b/g/n, Wi-Fi Direct Network Protocol: TCP/IP v4, TCP/IP v6 Control Panel LCD Screen: Colour LCD | | | | |
| 2 | 2 | unit | HEAVY DUTY MULTI FUNCTION PRINTER (COLOURED) Printer Type: Print, Scan, Copy, Fax with ADF Maximum Resolution: 4800 x 2400 dpi | | | | |

| Item No. | Quantity | Unit of Measure | Articles / Descriptions | Statement of Compliance (State "Comply" or "Not Comply") | Bidder's Specifications | Unit Cost | Total Cost |
|---|----------|-----------------|---|---|-------------------------|-----------|------------|
| | | | Automatic 2-sided Printing: Capable up to A3 Print Speed: A4 Simplex (Black / Colour): Up to 10 ipm / 5.0 ipm*2 Maximum Copy Resolution: 600 x 600 dpi Maximum Copy Size: A3 Scanner Type: Flatbed colour image scanner Optical Resolution: 1200 x 2400 dpi Scan Speed (Flatbed / ADF (Simplex Duplex)): 200dpi, Black: 5 sec / Up to 26.0 ipm 11.5 ipm 200dpi, Colour: 10 sec / Up to 9.0 ipm 6.0 ipm ADF Paper Capacity: At least 50 sheets Number of Paper Trays: 3 (Front 2, Rear 1) Output Capacity: Up to 125 sheets for A4 Plain paper Paper Size: Up to A3 Maximum Paper Size: 329 x 6000 mm Operating System Compatibility: Windows XP / XP Prof. / Vista / 7 / 8 / 8.1 / 10 Mac OS X 10.6.8 or later USB: USB 2.0 Network: Ethernet, Wi-Fi IEEE 802.11b/g/n, Wi-Fi Direct Network Protocol: TCP/IPv4, TCP/IPv6 Control Panel LCD Screen: Touch Screen Colour LCD | | | | |
| TOTAL: | | | | | | | |
| Approved Budget for the Contract: Php 178,080.00 | | | | Note: "Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable. | | | |
| ICTMS | | | | | | | |
| PURPOSE : Supply and Delivery of Printer for DSWD FO NIR 4Ps employees in Dumaguete City. | | | | | | | |

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



CHARL ALBERT J. TORREFIEL
Canvasser

Signature of Supplier / Authorized Representative Over
Printed Name

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