



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. : **DSWD7-2025-0747**

Date : **May 26, 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 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) 887-9720; 233-0261; 231-2172 local 17140 or 17110 or e-mail to bac.fo7@dswd.gov.ph on or before **May 30, 2025 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: **please refer to Annex A**
- 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. _____
 PhilGEPS Registration No.: _____
 Tin Number: _____


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Date: May 26, 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 Digital Multifunction Laser Monochrome Printer				
1	34	unit	Specifications: Memory: >= 32 MB Engine Print Speed : Up to 30 ppm / Up to 30 cpm Paper Capacity : 250-sheet tray + 1-sheet manual feed slot Paper Size : A4, Letter, A5, A6, Executive, Legal, Folio Duty Cycle : Up to 10,000 pages/month Copier – Continuous Copy Max : 99 pages Copier – Resolution : 600 × 600 dpi Copier – Zoom : 25% to 400% (1% increments) Duplex Copying/Printing : Automatic 2-sided printing Network Printing – Interface : USB 2.0 Hi-Speed; Ethernet (100Base-TX/10Base-T); Wireless 802.11b/g/n PDL (Emulation) : PCL6; BR-Script3 (PostScript 3) Network Scanner – File Format : JPEG, PDF, TIFF Scan Destination : PC (Scan-to-File), Email, FTP, OCR, SharePoint SMB Protocol : CIFS (SMB) network scanning support Warranty: 1-Year Hardware, Lifetime Service				

Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			• Bundled with compatible toner				
2	80	pieces	Toner: Original or OEM				
Total:							
Approved Budget for the Contract: Php 761,000.00				Note: "Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
End User: PANTAWID							
PURPOSE : For distribution to Pantawid Cluster Offices (Cebu and Bohol) and MOOs (Bantayan, Madridejos, Balamban) in replacement of disposed printers.							

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

(page 2 of 2)