



REQUEST FOR QUOTATION
SHOPPING

RFQ No. : DSWD7-2022-1713
 Date : October 26, 2022

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/s a duly notarized certification to this effect.

Interested supplier/s are required to submit true copies of their valid **Mayor's Permit & 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 17126 or e-mail to **kc.af7.procurement@gmail.com** on or before **November 7, 2022 at 11:00 am**.

Very truly yours,


ROSARIO P. BACONG
 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 Field Office VII, Cebu City**
5. Terms of Payment: **within 30 calendar days from the completion of delivery and receipt of Billing Statement / Sales Invoice.**
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: _____


HENRY CLINT D. RICABORDA
 Canvasser

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

 (Signature over Printed Name of Supplier /
 Authorized Representative)



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

RFQ No.: DSWD7-2022-1713Date: October 26, 2022

Company Name _____

Company Address _____

Contact Person _____

Contact No. _____

PhilGEPS Registration No.: _____

Item No.	Qty.	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
1	6	unit	All-in-on Colored Printer Function: Print, Scan, Copy Monthly Duty Cycle: up to 1,000 impression Print Technology: Thermal Inkjet Tank Refillable (Continuous Ink) Print Speed (ISO, A4): up to 11 ppm (black) > 5 ppm (color) Print Resolution: up to 1200x1200 dpi (black) 4800x1200 (color) Optical Resolution: up to 1200 dpi Bit depth: >=24bit Scan Size Max (ADF): Legal File Format Supported: PDF, TIFF, JPEG Document Feeder Sheet Capacity: up to 35 sheets Document Feeder Max Size Capacity: Legal Max Copy Size: Legal Max Copy Size: Legal Paper Tray Sheet Capacity: up to 100 sheets Paper Tray Max Size Capacity: Legal Connection: Hi Speed USB 2.0; WIFI Warranty: 1 year Hardware Warranty				

Approved Budget for the Contract: **Php 100,698.00**

Note: "Bidder's Specifications" column may be filled up with supplier's offer (brand, model, origin) or may copy "Articles/Description" stated if applicable.

Purpose : **for KC Staff Use**

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


HENRY CLINT D. RICABORDA
 Canvasser

 Signature of Supplier / Authorized Representative
 Over Printed Name