



REQUEST FOR QUOTATION
SHOPPING

RFQ No. : DSWD7-2022-1380

Date : August 22, 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 **August 29, 2022 at 11:00 am**.

Very truly yours,


ROSARIO P. BACONG

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

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


HENRY CLINT D. RICABORDA

Canvasser

(Signature over Printed Name of Supplier /
Authorized Representative)



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

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Item No.	Qty.	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
1	15	Unit	LaserJet Printer (Monochrome) Functions: Print, Copy, Scan Color Output: Black and White Duplex Printing: Auto-duplex Print Technology: Laser Print Speed: up to 30ppm (black) Scan Size Max (ADF): 216 x 356 mm File Format Supported: JPEG, TIF, PDF, BMP, PNG Paper Handling Input, Standard: 150-sheet input tray Input Capacity: Up to 150 sheets Connection: 1 Hi-Speed USB 2.0; 1 Fast Ethernet 10/100Base-TX; 1 Dual-band (2.4/5.0GHz) Wireless 802.11b/g/n with Bluetooth Warranty: 1 year Hardware Warranty				
2	2	Unit	All-in-one Colored Inkjet 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 260,740.00**

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 : **Office Supplies to be used for KC-NCDDP AF staff**

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

Signature of Supplier / Authorized Representative
Over Printed Name

HENRY CLINT D. RICABORDA
Canvasser