



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. : **DSWD7-2025-0691**

Date : **May 15, 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 19, 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 15, 2025

Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
1	3	unit	Supply and Delivery of Multifunction Printer for DSWD FO NIR Employees MULTIFUNCTION PRINTER SPECIFICATIONS - must be brand new -Functions Print, Scan, Copy Print Resolution Up to 1200 x 6000 dpi (Windows only) -Printer Type Inkjet Printer -Print Speed Up to 17.0 (Mono) / Up to 16.5 (Colour) ipm -Paper Type Plain Paper, Inkjet Paper (coated paper), Glossy Paper, Recycled Paper -Paper Size A4, Letter, Legal, Mexico Legal, India Legal, Folio, Executive, B5 (JIS), A5, B6 (JIS), A6 Copy Resolution -Print: Up to 1200 x 2400 dp -Colour / Monochrome: YES -Multiple Copies: Up to 99 Pages -Enlarge/ Reduce: 25% to 400% (in increments of 1%) Scan Resolution -Print: Up to 19200 x 19200 dpi -Colour / Monochrome: Yes -Automatic Document Feeder (ADF) Up to 1200 x 600 dpi Connectivity -WiFi Direct: Yes				

Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			Display and Memory -Memory: At least 128 MB -Display: LCD or LED display Power Source: 220-240 V AC Supported OS: Windows 10, Windows 11, Windows Sever 2016, Windows Server 2019, Windows Server 2022, Mac OS v12, Mac OS v13, Mac OS v14 -Warranty & SLA: One (1) years Hardware Warranty				
Total:							
Approved Budget for the Contract: Php 75,075.00				Note: "Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
End User: PPD/RIC TMS							
PURPOSE : For printing of documents for DSWD FO NIR.							

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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