



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. : DSWD7-2025-0837
Date : May 31, 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 **June 04, 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 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)



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Field Office VII, Cebu City

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Company Address _____
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Tin Number: _____

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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 ICT Equipment				
1	3	unit	PRINTER , multi-function (colored-continuous Ink), Resolution: At least 5760 x 1440, Print Speed: Black Text (Normal) A4 - At least 10 ISO ppm, Colour Text (Normal) A4- At least 5 ISO ppm; Copy Function: Copy Speed Black Text (A4) - At least 7.7 ISO ppm, Copy Speed Colour Text (A4) - At least 3.8 ISO ppm; Scanning: Scanner Type - A4 Flatbed colour image scanner, Document Size - up to A4, Scanning Resolution - At least 1200 x 2400dpi, Mono Scan Speed - A4: At least 1200dpi 8.8msec/line, Colour Scan Speed - A4: At least 1200dpi 28.5 msec/line; Paper Handling: Paper Sizes - A4, Letter, Legal, 8x10", 5 x 7", 4 x 6", 3.5x5", 5 x 8", A6, A5, B5; Interfaces: Connectivity - High Speed USB 2.0, Wifi Connection Electrical Specs: Rated Voltage - AC 100-240V, Power Consumption - Approx. 11W, Dimensions: 482mm (W) x 300mm (D) x 145mm (H); Inclusions: Ink: 3 sets (1 Bottle Black, 1 Bottle Cyan, 1 Bottle Magenta, 1 Bottle Yellow Per Set) - Based on Model Offered				
2	1	unit	PROJECTOR , multimedia, 4000 ANSI lumens, 3600hrs lamp-life, support SVGA to SXGA, compressed resolution				

Total:Approved Budget for the Contract: **Php 51,500.00**End User: **FO VII**

Note:
"Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.

PURPOSE : For Office supplies on delivery of PAPs (Program, Activities and Projects)

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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