



**REQUEST FOR QUOTATION**  
**SHOPPING**

RFQ No. : DSWD7-2020- 1273  
 Date : November 4, 2020

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; 232-0261; 231-2172 local 140 or 148 or e-mail to bac.fo7@dswd.gov.ph on or before **November 09, 2020 at 5:00pm**.

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 calendar days** upon receipt of approved Purchase Order.
4. Place of Delivery: DSWD FO VII, Cebu City
5. Terms of Payment: within 30 calendar days from the 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: \_\_\_\_\_

  
**LEE ANDRO ESTAMO**  
 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

Company Name  
 Company Address  
 Contact Person  
 Contact No.  
 PhilGEPS Registration No.:

RFQ No.: DSWD7-2020- 1273  
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Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
1	14	pc	<b>TONER CARTRIDGE FOR LASER PRINTER</b> TONER TYPE: Laser Print Technology Single Component (toner/drum) ISO Certified PRINT OUTPUT: Black PAGE YIELD: 10,000 pages (A4) TONER WARRANTY: Free from material and craft defects Inclusion: - Free use of printer for every ten (10) toner cartridge for one (1) year - Printer should be the same brand as the toner - Printer can print and copy up to 36 pages (A4) per minute - Printer can scan up to 20 pages (A4) per minute - Printer must have a monthly duty cycle of up to 80,000 pages (A4) - Printer must have 256MB memory - Free maintenance				
Approved Budget for the Contract: <b>Php 84,000.00</b>							
Charge to: Listahanan							
End User: Listahanan							
Purpose: For Listahanan RPMO staff use in relation to Listahanan 3 Validation Phase Implementation							
Note: "Bidder's Specifications" column may be filled up with supplier's offer (brand, model, origin) or may copy "Articles/Description" stated if applicable.							

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

Signature of Supplier / Authorized Representative  
 Over Printed Name

**LEE ANDRO ESTAMO**  
 Canvasser