



REQUEST FOR QUOTATION
SHOPPING

RFQ No. : DSWD7-2020-1419
 Date : December 9, 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 a duly notarized certification to this effect.

Interested supplier/s are required to submit true copies of their valid **Mayor's Permit** and **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 **December 14, 2020 at 5:00 pm.**

Very truly yours,

ROSARIO P. BACONG

AO VI/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** 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 / Service Provider / Authorized Representative over Printed Name)



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

Annex A

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

RFQ No.: DSWD7-2020-1419
 Date: December 10, 2020

Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
1	80	pc	TONER CARTRIDGE FOR LASER PRINTER 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 twenty (20) toner cartridge for one(1) year - Printer should be the same brand as the toner - Printer can print and copy up to 36pages (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: Php 520,000.00							
Charge to: PPD-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.							

Signature of Supplier / Service Provider /
 Authorized Representative Over Printed Name

Leeandro Estamo
LEEANDRO ESTAMO
 Canvasser