



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. : DSWD7-2023-1369
 Date : October 11, 2023

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) 233-8785; 233-0261; 231-2172 local 140 or 148 or e-mail to bac.fo7@dswd.gov.ph on or before **October 16, 2023 at 5:00PM.**

Very truly yours,


ENGR. EMMANUEL M. EDLES
 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 days calendar from receipt and conformity of Purchase Order.**
4. Place of Delivery: **DSWD Field Office VII, Carreta, Cebu City**
5. Terms of Payment: **within 30 days from the receipt of billing statement.**
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: _____


BONAPARTE D. CASEÑAS II
 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: _____

RFQ No. DSWD7-2023-1369

Date: October 11, 2023

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 Toner Cartridge				
1	8	cart	Toner for Canon Image Runner 16431 Multifunction Copier, Genuine				
2	6	cart	Toner for Brother DCP-L2540dw Printer. Genuine				
3	3	cart	Drum kit for Brother DCP L2540dw Printer, Genuine				
4	7	cart	Toner for Canon Image Class MF 244dN Printer, Genuine				
5	4	piece	Printerhead for Smart Tank Black 615, Genuine				
6	2	piece	Printerhead for Smart Tank Colored 615, Genuine				
7	1	cart	Ink for HP Deskjet (HP 680 TRI-COLOR)				
8	1	cart	Ink for HP Deskjet (HP 680 Black)				
9	5	cart	Toner for HP Laserjet M1132, 85A OEM/Compatible				
10	30	bottle	Ink for Epson L3110 / Black / at least 70 ml (Compatible/Equivalent)				
11	15	bottle	Ink for Epson L3110 / Cyan / at least 70 ml (Compatible/Equivalent)				
12	15	bottle	Ink for Epson L3110 / Magenta / at least 70 ml (Compatible/Equivalent)				
13	15	bottle	Ink for Epson L3110 / Yellow / at least 70 ml (Compatible/Equivalent)				
14	20	piece	Ribbon Cartridge Black for 24-PIN DOT Matrix Printer, Epson LQ-310				

Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
15	150	cart	Toner for Laser Printer Toner Type: Brand new Compatible or OEM Toner ISO Certified (ISO 9001, ISO 14001) IPO Registered Toner Print Output: Laser black, Monochrome Toner Page Yield: At least 2,500 pages Toner Warranty Should be free from materials defects Must be replaced if found defective Supplier must have a support office within Metro Cebu Princter Inclusion: Free use to own printer for every 50 toners Print, Copy and Scan with ADF At least 1 year free parts replacement and labor Printer must be a brandnew unit				
Total:							
Approved Budget for the Contract: Php 389,051.70				Note: "Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
End User:		SLP					
PURPOSE :		For the use of SLP Staff during the implementation of the project for CY 2023 and Procurement and Bidding Activities					

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

Bonaparte D. Casenas II
BONAPARTE D. CASEÑAS II
 Canvasser

Signature of Supplier / Authorized Representative
 Over Printed Name

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