



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

RFQ No. : DSWD7-2021- 0951  
 Date : August 11, 2021

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; **233-0261**; 231-2172 local 140 or 148 or e-mail to bac.fo7@dswd.gov.ph on or before **August 17, 2021 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 days calendar from receipt and conformity of Purchase Order.
4. Place of Delivery: **DSWD Field Office VII, Brgy Carreta, 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: \_\_\_\_\_

  
**LEIF WAYNE YOUNG**  
 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**

RFQ No.: DSWD7-2021- 0951Date: August 11, 2021

Company Name \_\_\_\_\_  
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 Contact No. \_\_\_\_\_  
 PhilGEPS Registration No.: \_\_\_\_\_

| Item No.  | Qty. | Unit of Measure | Articles / Descriptions   | Statement of Compliance (State "Comply" or "Not Comply")   | Bidder's Specifications | Unit Cost | Total Cost |
|---|------|-----------------|---|--|-------------------------|-----------|------------|
| 1   | 300  | cart            | <p><b>TONER FOR LASER PRINTER</b></p> <p>Toner Type: Compatible or OEM toner, ISO certified<br/>           TONER PRINT OUTPUT: Laser, black, monochrome<br/>           TONER PAGE YIELD: At most 2,500 pages<br/>           TONER WARRENTY: Should be free from material defects. Must be replaced if found defective.</p> <p>Supplier must have a support office within Metro Cebu</p> <p>PRINTER 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.</p> |  |                         |           |            |
| Approved Budget for the Contract: <b>Php 765,000.00</b> |      |                 |   | <p>Note: "Bidder's Specifications" column may be filled up with supplier's offer (brand, model, origin) or may copy "Articles/Description" stated if applicable.</p> |                         |           |            |
| End User: <b>PANTAWID</b>                               |      |                 |   |  |                         |           |            |
| Purpose : For Pantawid Staff use.                       |      |                 |   |  |                         |           |            |

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

  
**LEIF WAYNE YOUNG**  
 Canvasser

\_\_\_\_\_  
 Signature of Supplier / Authorized Representative  
 Over Printed Name