



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. : DSWD7-2023-1524A
 Date : December 19, 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 **December 22, 2023 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 days calendar from receipt and conformity of Purchase Order.**
- Place of Delivery: **DSWD Field Office VII, 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: _____


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. DSWD7-2023-1524A
 Date: December 19, 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 the following:							
1	3	cart	Toner: For Canon ImageRunner 16431, Oem Note: Supplier must attached a Certificate of Authorized Reseller and/or Distributor from Canon				
2	2	cart	Toner: For Canon Image Class MF 244dN Printer, OEM Note: Supplier must attached a Certificate of Authorized Reseller and/or Distributor from Canon				
3	2	ink	Printhead: HP Black, Smart Tank 615, OEM Note: Supplier must attached a Certificate of Authorized Reseller and/or Distributor from HP				
4	2	ink	Printhead: HP Colored, Smart Tank 615, OEM Note: Supplier must attached a Certificate of Authorized Reseller and/or Distributor from HP				
5	2	cart	Drum Kit: for Brother, DCP L254dw Printer, OEM Note: Supplier must attached a Certificate of Authorized Reseller and/or Distributor from Brother				
6	2	cart	Toner: For Brother, DCP L254dw Printer, OEM Note: Supplier must attached a Certificate of Authorized Reseller and/or Distributor from Brother				
Total:							
Approved Budget for the Contract: Php 69,800.00				Note: "Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
End User: ADMIN-PMS							
PURPOSE : For Procurement use							

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

BONAPARTE D. CASEÑAS II
 Canvasser

Signature of Supplier / Authorized Representative
 Over Printed Name

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MEMORANDUM

FOR : THE CHAIRPERSONS, BIDS AND AWARDS COMMITTEES
THRU : THE HEAD, BAC SECRETARIAT
FROM : The AO V/Head
Procurement Management Section
SUBJECT : REQUEST FOR APPROVAL TO PROCEED WITH THE POSTING
AT PHILGEPS, DSWD WEBSITE AND CONSPICUOUS PLACES
DATE : 19 December 2023

May we request for your approval to proceed with the posting at PhilGEPS Website and Conspicuous places of the signed Request for Quotation with the following details:

PR No.	Particulars	End-User	Approved Budget for the Contract
2023-1524A	Supply and Delivery of Toner, Print Head & Drum Kit	PMS	69,800.00

Attached also are the following documents:

No.	Type of Documents	No. of Copies	
		Original	Photocopy
1	Signed Request for Quotation	1	-
2	Approved Purchase Request	2	-
-		-	-

For your approval.

Thank you.


ENGR. EMMANUEL M. EDLES

Recommending Approval:

GRAEME FERDINAND D. ARMECIN
BAC Secretariat Head

Approved by:

ROSEMARIE S. SALAZAR
Chairperson, BAC I

PATRICIA R. MEGALBIO
Chairperson, BAC II