



**REQUEST FOR QUOTATION
 NP- SMALL VALUE PROCUREMENT**

RFQ No. : DSWD7-2022- 0497A
 Date : April 18, 2022

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 and Philgeps Registration Number** upon submission of quotation. An **Omnibus Sworn Statement** shall be required prior to award

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 17126 or **kc.af7.procurement@gmail.com** on or before **April 25, 2022 at 11:00 am**.

Very truly yours,

ROSARIO P. BACONG

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 upon receipt and conformity of Purchase Order.
- Place of Delivery: **DSWD Field Office VII, Carreta, Cebu City**
- Terms of Payment: **Once a month**
- 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: _____

EDLYN S. CANGQUE
 Canvasser

I am interested to quote and agree to the terms and conditions.

 (Signature over Printed Name of Supplier /
 Authorized Representative)



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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	2	units	Rental Services for Photocopying Machine CY 2022 Specifications: * Minimum copies/machine/month: 17,000 copies * Touch screen LCD, user friendly with clear and high quality copies * Digital black and white * Minimum of 30 copies/ minute * At least 32mb memory * At least 600 x 600 dpi resolution * A3 (11x17) up to A5 (5-1/2 x 8-1/2) paper size * Laser copy system * 1- minute warm up time (maximum) * Automatic and manual control * Connectivity: network/USB * Network software application installation included * Ready and applicable for networking printing * With free Regular Maintenance services Terms & Conditions: * Inclusive of parts and consumable, except of paper and electricity * 2% spoilage/ test shall be deducted per month * Waived deposit/advance payment * Free delivery and on-site installation * Provision of at least one technician to repair the machine on an on-call basis, if necessary. * Free training/orientation on operational use of the machines * Billing period/frequency: once a month * Service period for 8 months. * Without prejudice to the provisions of the applicable laws, rules and regulations, the contract shall be automatically terminated when the amount specified for this contract has been exhausted.				
Approved Budget for the Contract: Php 165,000.00				Note: "Bidder's Specifications" column may be filled up with supplier's offer (brand, model, origin) or may copy "Articles/Description" stated if applicable.			
End User: KC-NCDDP AF							
Purpose: Photocopying services for KC-NCDDP Additional Financing							

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

EDLYN S. CANGQUE
 Convasser

 Signature of supplier/Authorized
 Representative over printed name