

**REQUEST FOR QUOTATION  
NP- SMALL VALUE PROCUREMENT**RFQ No. : **DSWD7-2024-0152**Date : **March 5, 2024**

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, Philgeps Registration Number** upon submission of quotation/s. An **omnibus Sworn Statement** is 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 140 or 148 or e-mail to [bac.fo7@dswd.gov.ph](mailto:bac.fo7@dswd.gov.ph) on or before **March 11, 2024 at 5:00PM.**

Very truly yours,

  
**ENGR. EMMANUEL M. EYLES**  
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 FO VII, Corner M.J. Cuenco Avenue and Gen. Maxilom Ext., 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. CASENAS 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. DSWD7-2024-0152

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Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			<b>Supply and Delivery of Toner with Free use of Brandnew Printer</b>				
1	200	cart	<b>Toner for Laser Printer</b> <ul style="list-style-type: none"> <li>• Toner Type: Brand new Compatible or OEM Toner</li> <li>• ISO Certified (ISO 9001, ISO 14001)</li> <li>• IPO Registered</li> <li>• Toner Printer Output: Laser black, monochrome</li> <li>• Toner Page Yield: at most 2,500 pages</li> <li>• Toner Warranty:</li> <li>• Should be free from materials defects</li> <li>• Must be replaced if found defective</li> <li>• Supplier must have a support office within Metro Cebu</li> </ul> <b>Printer Inclusion:</b> <ul style="list-style-type: none"> <li>• Free use to own printer for every 50 toners</li> <li>• Print, Copy and Scan with ADF</li> <li>• At least 1 year free parts replacement and labor</li> <li>• Brand New Printer</li> </ul>				
Approved Budget for the Contract: <b>Php 300,000.00</b>				Note:			
End User: <b>SLP</b>				"Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
PURPOSE : <b>For SLP Use</b>							

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

*Bonaparte D. Caseñas II*  
**BONAPARTE D. CASEÑAS II**  
Canvasser

Signature of Supplier / Authorized Representative Over  
Printed Name

(page 2 of 2)