



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

RFQ No. : DSWD7-2024-0363
 Date : March 21, 2024

Company Name : _____
 Company Address : _____
 Contact Person : _____
 Contact No. : _____
 PhilGEPS Registration No.: _____

Sir/Madam:

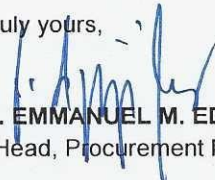
Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in Annex A. Failure to indicate information could be the basis for non-compliance. Also, kindly furnish us with descriptive brochures, catalogues, literatures 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 on or before **March 25, 2024 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 P.O.**
4. Place of Delivery: **SWAD SIKUIJOR, TACDOG, SIKUIJOR**
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. DSWD7-2024-0363
 Date: March 21, 2024

Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
1	1	unit	Rental of Photocopying Machine for CY 2024				
			<p>Specifications:</p> <ul style="list-style-type: none"> ● Minimum copies/month/machine: 25,000 copies (excess copy shall be charged per copy cost) ● Touch screen LCD, user friendly Clear and high quality copies ● Digital black and white ● Minimum of 30 pages/minutes ● at least 32mb memory ● 600x600 dpi resolution ● A3 (11x17) up to A5 (5 1/2 x 8 1/2) paper size ● Laser Copy System w/ feeder ● 1 minute warm up time (maximum) ● Automatic and manual control ● Connectivity: network/USB ● Network software application ● Ready and applicable for network printing ● with free Regular Maintenance services <p>Terms and Conditions:</p> <ul style="list-style-type: none"> ● Inclusive of parts and consumable, except of paper and electricity ● 2% spoilage/test shall be deducted ● Waive deposit/advance payment ● Free delivery and on-site installation 				

Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			<ul style="list-style-type: none"> • Provision of at least one technician to repair the machines on an on-call basis, • Free training on operational use of the machines • Billing Period: Monthly • 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 187,500.00				Note:			
End User: SWAD-SIQUIJOR				"Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
PURPOSE : Photocopying services for SWAD-Siquijor							

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

(page 2 of 2)