



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

RFQ No. : DSWD7-2025-0052

Date : January 30, 2025

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) 887-9720; 233-0261; 231-2172 local 140 or 110 or e-mail to bac.fo7@dswd.gov.ph on or before **February 4, 2025 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 P.O.**
- Place of Delivery: **Nicolas K. Solon Bldg., Door 10, Bantayan, Dumaquete City, Negros Oriental**
- 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: _____


CHARL ALBERT J. TORREFIEL
 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.: **DSWD7-2025-0052** ✓
 Date: **January 30, 2025**

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 x 9 months	unit	<p>Rental of Photocopying Machine for CY 2025 (Negros Oriental Province) ✓</p> <p>Specifications:</p> <ul style="list-style-type: none"> >Minimum copies/month/machine: 30,000 copies (excess will be charged per copy cost)- >Touch screen LCD, user friendly ✓ >Clear and high quality copies ✓ >Digital black and white ✓ >Minimum of 30 pages/minutes ✓ >32mb memory, at least ✓ >600x600 dpi resolution ✓ >A3 (11x17) up to A5 (5 1/2 x 8 1/2) paper size ✓ >Laser Copy System with Feeder ✓ >1 minute warm up time (maximum) ✓ >Automatic and manual control ✓ >Connectivity: network/USB >Network software installation included >Ready and applicable for network printing and scanning >With free regular maintenance <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 >Provision of at least one technician to repair the machines on an on-call basis, if necessary within a day >Free training on operational use of the machines 				

Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			>Without prejudice to the provisions of the applicable law, rules and regulations, the contract shall be automatically terminated when the amount specified for this contract has been exhausted.				
			>Billing Period: Monthly				
			Delivery area: DSWD SWAD Dumaguete City Office, Negros Oriental				
Approved Budget for the Contract: Php 202,500.00				Note: "Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
End User: Social Pension Program							
PURPOSE : CY 2025 for Social Pension Program Use.							

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


CHARL ALBERT J. TORREFIEL
 Canvasser

 Signature of Supplier / Authorized Representative Over
 Printed Name

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