



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

RFQ No. : DSWD7-2025-0053  
 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: **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: \_\_\_\_\_

  
**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.: **DSWD7-2025-0053**  
 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	4 unit x 8 months	unit	<p><b>Rental of Photocopying Machine for CY 2025 (Cebu Province)</b></p> <p><b>Specifications:</b></p> <ul style="list-style-type: none"> <li>&gt;Minimum copies/month/machine: 50,000 copies (excess will be charged per copy cost)</li> <li>&gt;Touch screen LCD, user friendly</li> <li>&gt;Clear and high quality copies</li> <li>&gt;Digital black and white</li> <li>&gt;Minimum of 30 pages/minutes</li> <li>&gt;32mb memory, at least</li> <li>&gt;600x600 dpi resolution</li> <li>&gt;A3 (11x17) up to A5 (5 1/2 x 8 1/2) paper size</li> <li>&gt;Laser Copy System</li> <li>&gt;1 minute warm up time (maximum)</li> <li>&gt;Automatic and manual control</li> <li>&gt;Connectivity: network/USB</li> <li>&gt;Network software installation included</li> <li>&gt;Ready and applicable for network printing and scanning</li> <li>&gt;With free regular maintenance</li> </ul> <p><b>Terms and Conditions:</b></p> <ul style="list-style-type: none"> <li>&gt;Inclusive of parts and consumable, except of paper and electricity</li> <li>&gt;2% spoilage/test shall be deducted</li> <li>&gt;Waive deposit/advance payment</li> <li>&gt;Free delivery and on-site installation</li> <li>&gt;Provision of at least one technician to repair the machines on an on-call basis, if necessary within a day</li> <li>&gt;Free training on operational use of the machines</li> </ul>				

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				
			<b>Delivery area:</b> DSWD Field Office, Social Pension Program Office, Cebu City				
<b>Approved Budget for the Contract: Php 640,000.00</b>				Note:			
End User: <b>Social Pension Program</b>				"Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
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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