



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Field Office VII
Corner M.J. Cuenco and Gen. Maxilom Ave., Cebu City

REQUEST FOR QUOTATION SMALL VALUE PROCUREMENT

RFQ No. : DSWD7-2025-1009
Date : July 2, 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** in accordance with Implementing Rules and Regulations of Republic Act 12009. Failure to indicate required information/s 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 or service provider/s is/are required to submit true copies of **valid Business/Mayor's Permit** and **Philgeps Registration Number** upon submission of the 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; 232-0261; 231-2172 local 17140 or 17110 or e-mail to bac.fo7@dswd.gov.ph on or before **July 7, 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 calendar days from receipt and conformity of Purchase Order.**
- Place of Delivery: **please refer to Annex A**
- Terms of Payment: **within 30 days from the receipt of billing statement.**
- Liquidated Damages/Penalty: **One-tenth of one percent for everyday of delay**
- 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)



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Field Office VII, Cebu City

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Company Address _____
Contact Person _____
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Tin Number: _____

RFQ No.: **DSWD7-2025-1009**Date: **July 2, 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	5	unit	Supply and Delivery of Printer for DSWD FO NIR Employees Specifications: 1. Printer Type: Inkjet Printer 2. Paper Type: Plain, Inkjet, Glossy (cast/resin), (Recycled) 3. Maximum Paper Capacity: Up to 250 sheets (80 gsm) 4. Resolution: Up to 1200x4800 dpi 5. Paper Handling: -Tray #1 - Maximum Paper Capacity: Max. 250 sheets of 80 gsm plain paper -Multi-purpose Tray - Maximum Paper Capacity: Max. 100 sheets, 80 gsm 6. Connectivity: Hi-Speed USB2.0, LAN, Wireless LAN IEEE 802.11b/g/n (Infrastructure Mode), IEEE 802.11g/n (Wi-Fi Direct) 7. Display & Memory: -Display Type: 2.7" TFT Colour LCD -Memory Capacity: 128 MB 8. Supported OS: Windows 7 SPI/8/8.1/10 Server 2008/2008 R2/2012/2012 R2/2016 macOS v10.11.6/10.12.x/10.13.x 9. Warranty: 1 year 10. Delivery: Delivery must be in DSWD NIR, Dumaguete City, Negros Oriental.				
Approved Budget for the Contract: Php 185,061.00				"Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated or may state brand, model and country of origin of item offered, if applicable.			
End User: SLP-PROMOTIVE							
PURPOSE : Supply and Delivery of printer for DSWD FO NIR Employees							

CHARL ALBERT J. TORREFIEL
 Canvasser

Signature of Supplier / Authorized Representative Over Printed Name

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