



REQUEST FOR QUOTATION
Negotiated Procurement - Small Value Procurement

RFQ No. : AV-01-001
 Date : January 6, 2020

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, Latest Income Tax Return (ITR) and Omnibus Sworn Statement (OSS)** upon submission of

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) 2618107; 2610001 or e-mail to avrc2.fo7@dswd.gov.ph on or before **January 13, 2020 @ 5:00 PM.**

Very truly yours,


ROSARIO P. BACONG
 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 period coverage is **from January to December 2021**
4. Place of Delivery: **DSWD AVRC II, Labangon, Cebu City**
5. Terms of Payment: **within 30 calendar days from the receipt of Billing Statement / Sales Invoice.**
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: _____



DESIREE D. UZARRAGA
 Canvasser

I am interested to quote and agree to the terms and conditions.

 (Signature over Printed Name of Supplier /
 Authorized Representative)



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Field Office VII

Department of Social Welfare and Development

Company Name
Company Address
Contact Person

RFQ No.: AV-01-001
Date: January 6, 2020

Contact No.

PhilGEPS Registration no.:

Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
1	1	unit	RENTAL OF PHOTOCOPIING MACHINE Rent One (1) Unit Brand New Digital Multifunction Photocopy Machine for 12 months Features: -B/W copying and Printing -Color scanning with USB 2.0 interface - Copy/Print speed 24 pages per minute -Capable of A3 size paper and originals -Zoom Reduction and Enlargement function (25% to 400%) -Compatible OS Windows Vista, 7, 8, 1, 10 -Standard one 250 sheets paper tray & One 100 sheets bypass tray -Resolution Copy/Print 600x600dpi, Scan 50 to 9, 600dpi -With integrated document management software for scanned files standard Conditions -Inclusion of initial consumables and two cartridge extra toners -One (1) year warranty on parts replacement or 240, 000 copies				

Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			-Waive deposit/advance payment				
			-Delivery and site installation				
			-Training/demo of machines operation				
			-Billing period is very first week of the succeeding month				
			-Certificate of Ownership upon completion of Payments				
			-Free lifetime service warranty				
			Period Covered January to December 2021.				
Approved Budget for the Contract: Php 60,000.00							
Charge to: AVRC II Funds							
End User: AVRC III/HFG/RHW							
PURPOSE : For AVRC II, Regional Haven and Home For Girls Office use.				Note: "Bidder's Specifications" column may be filled up with supplier's offer (brand, model, origin) or may copy "Articles/Description" stated if applicable.			

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


DESIREE D. UZARRAGA
 Canvasber

 Signature over Printed Name