



REQUEST FOR QUOTATION
SHOPPING

RFQ No. : DSWD7-2021- 0053
 Date : January 4, 2021

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/s 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.

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; 232-0261; 231-2172 local 140 or 148 or e-mail to bac.fo7@dswd.gov.ph on or before **January 07, 2021 at 5:00nn.**

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 shall be delivered within CY 2021.
4. Place of Delivery: DSWD FO VII, 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: _____


KENN ALBERT ANIÑON
 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, Cebu City

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Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
1	1x12 month	unit	RENTAL OF PHOTOCOPIING MACHINE FOR CY 2021 Specifications: > Minimum copies/month/machine: 75,000 copies (excess-cost per day) > 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 > 1 minute warm up time (maximum) > Automatic and manual control > Connectivity: network/USB > Network software installation included > Ready and applicable for network printing > With free regular maintenance Terms and conditions: > 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 (1) technician to repair the machines on an on-call, if necessary > Free training on operational use of the machines > Billing Period: Monthly				
Approved Budget for the Contract: Php 192,000.00							
Charge to: SOCIAL PENSION PROGRAM							
End User: SOCIAL PENSION PROGRAM							
Purpose : For photocopying and reproduction of documents.							
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.

Signature of Supplier / Authorized Representative
 Over Printed Name

KENN ALBERT ANINON
 Canvasser