



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

RFQ No. : DSWD7-2021- 0076
 Date : January 15, 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 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, Omnibus Sworn Statement for ABC above Php50,000.00, and Latest Income Tax Return for ABC above Php500,000.00 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 20, 2021 at 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 shall be delivered within CY 2021.
4. Place of Delivery: SWAD Bohol
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: _____


HENRIETTA B. HORA
 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

RFQ No.: DSWD7-2021-0076
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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 mos	unit	Rental of Photocopying Machine for SWAD Bohol for Year 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 & white -Minimum of 30 pages/ minutes -32 MB memory at least 600x600 dpi resolution -A3(11x7) up to A5(5/1/2) 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				

Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			Terms and Conditions: -Inclusive of parts and consumable except of paper and electricity -2% spoilage test shall be deducted -Wave deposit /advance payment -Free delivery and on site installation -Provision of at least one technician to repair machine on an on-call basis, if necessary -Free training on the operational use of the machine -Billing Period: Monthly				
Approved Budget for the Contract: Php 192,000.00 Charge to: Social Pension Funds				Note: "Bidder's Specifications" column may be filled up with supplier's offer (brand, model, origin) or may copy "Articles/Description" stated if applicable.			
End User: SWAD Bohol							

Purpose : For use at SWAD-Bohol and Social Pension Program staff.

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


HENRIETTA E. HORA
 Canvasser

Signature of Supplier / Authorized Representative
 Over Printed Name