



REQUEST FOR QUOTATION
NP- SMALL VALUE PROCUREMENT

RFQ No. : DSWD7-2021- 0089
 Date : January 22, 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 26, 2021** at **5:00 pm**.

Very truly yours,

[Signature]
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: _____

[Signature]
IAN MAESTRADO
 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	2	unit	RENTAL SERVICES FOR PHOTOCOPIING MACHINE for CY2021 Specifications: <ul style="list-style-type: none"> * Minimum copies/ machine/ month: 40,000 copies (excess will be charged per copy cost) * Touch screen LCD, user friendly with clear and high quality copies * Digital black and white * Minimum of 30copies /minute * At least 32mb memory * 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 application * Ready and application for network printing * With Regular Maintenance Services 				
			Terms and conditions: <ul style="list-style-type: none"> * Inclusive of parts and consumables, except paper and electricity * 2% spoilage/ test shall be deducted * Waive deposit/ advance payment * Free delivery and on-site installation * Provision of at least one technician to repair the machine on an on-call basis * Free training on operational use of the machine * Billing Period: monthly 				
Approved Budget for the Contract: Php 240,000.00 Charge to: FO Funds _____ End User: GENERAL SERVICES Section _____ Purpose : For DSWD FO VII use CY 2021.							
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

IAN MAESTRADO
 Canvasser