



REQUEST FOR QUOTATION
NP- SMALL VALUE PROCUREMENT

RFQ No. : DSWD7-2021- 0153
 Date : February 1, 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 **February 04, 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 pls refer to Annex A.
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: _____


JOEMARIE C. MAÑAGO
 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

Company Name _____

RFQ No.: DSWD7-2021- 0153

Company Address _____

Date: February 1, 2021

Contact Person _____

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	<p>Monthly Rental of Photocopying Machine for February to December 2021</p> <p>Specifications: Minimum copies/month: 20,202 copies (excess copy shall be charged per copy cost) Touch screen LCD, user friendly with clear and high quality copies Digital Black and White Minimum of 30 pages/minute 32mb memory 600x600 dpi resolution A3 (11"x17") up to A5 (5 1/2"x8 1/2") paper size Laser Copy System 1 minute warm up time (maximum) Automatic and manual control Connectivity: network/USB Network: Software Installation Ready and applicable for network printing</p>				

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 Waive deposit/advance payment Free delivery and on-site installation Provision of at least one (1) technician to repair the machine on an on-call basis Free training on operational use of the machine <i>Billing period: Monthly</i>				
Approved Budget for the Contract: Php 99,999.90 Charge to: PSP 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: CIS Purpose : Photocopying of documents for CY 2021							

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

 Signature of Supplier / Authorized Representative
 Over Printed Name


JOEMARIE C. MAÑAGO
 Canvasser