



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

RFQ No. : DSWD7-2021- 0638  
 Date : May 31, 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.

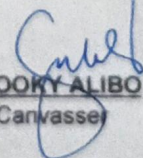
Please accomplish and submit this form together with Annex A and Bank Information to the BAC Secretariat, DSWD Field Office VII, Cebu City or send it through facsimile numbers (032) 233-8785; 232-0261; 231-2172 local 140 or 148 or e-mail to bac.fo7@dswd.gov.ph on or before **June 04, 2021 at 5:00 pm.**

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 30 days calendar from receipt and conformity of P.O .
4. Place of Delivery: Nicolas K. Solon Bldg., Door 10, Bantayan, Dumaguete City, Negros Oriental
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: \_\_\_\_\_

  
**SNOOKY ALIBO**  
 Canvasser

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

\_\_\_\_\_  
 (Signature over Printed Name of Supplier /  
 Authorized Representative)



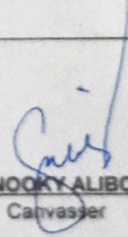
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
Field Office VII, Cebu City

Company Name \_\_\_\_\_  
Company Address \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Contact No. \_\_\_\_\_  
PhilGEPS Registration No. \_\_\_\_\_

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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	1	unit	<b>RENTAL OF PHOTOCOPYING MACHINE FOR CY 2021 ( From June to December 2021)</b> Contract Duration: <b>7 months</b> Specification: <ul style="list-style-type: none"> <li>* A3 Monochrome Multi Function Laser Printer</li> <li>* Print (Printing Resolution 600 x 600 dpi)</li> <li>* Scan/Copy</li> <li>* Paper size Max of A3, 11 x 17" min A5</li> <li>* 21 pages per minute (copy/print)</li> <li>* Output Tray Capacity 250 sheets</li> <li>* Warm up time 18 seconds or less</li> <li>* Smart Card Copying/Network colour scanning</li> <li>* smart Print-sort functioning</li> <li>* with Automatic Document feeder</li> <li>* Ethernet 1xLanPort/USB 2.0</li> </ul> Terms and Conditions: <ul style="list-style-type: none"> <li>* Inclusive of parts and consumable except paper and electricity</li> <li>* 2% spoilage/test shall be deducted</li> <li>* Waive deposit/advance payment</li> <li>* Free delivery and on-site installation</li> <li>* Provision of at least one technician to repair the machine on an on-call basis, if necessary</li> <li>* Free training on operational use of the machines</li> <li>* Billing Period: Monthly</li> </ul>				
Approved Budget for the Contract: Php 113,990.00				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: <b>SWAD Negros Oriental</b>							
Purpose : For SWAD Negros Oriental office use							

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

  
**SNOOKY ALIBO**  
Catvasser

\_\_\_\_\_  
Signature of Supplier / Authorized Representative  
Over Printed Name