



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

RFQ No. : DSWD7-2022-0043  
 Date : Nov. 26, 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 service providers are required to submit true copies of their valid **Mayor's/Business Permit, Philgeps Registration Number and Latest Income Tax Return (ITR) for ABC above Php500,000.00** upon submission of quotation. An **Omnibus Sworn Statement (OSS)** shall be required prior to award for ABC above Php50,000.00.


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; **233-0261**; 231-2172 local 140 or 148 or e-mail to bac.fo7@dswd.gov.ph on or before **December 3, 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 calendar days upon receipt and conformity of Purchase Order.
4. Place of Delivery: **DSWD SWAD TEAM BOHOL OFFICE, TAGBILARAN 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: \_\_\_\_\_

  
**KEN ALBERT V. ANINON**  
 Canvasser

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



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

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

RFQ No.: DSWD7-2022-0043Date: Nov. 26, 2021

Item No.	Qty	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
1	1 x 11 months	unit	<p><b>RENTAL OF PHOTOCOPYING MACHINE FOR CY 2022</b></p> <p><b>Specifications</b></p> <ul style="list-style-type: none"> <li>&gt;Minimum copies/month/machine: 75,000 copies (excess cost per day)</li> <li>&gt;Touch screen LCD, user friendly</li> <li>&gt;Clear and high quality copies</li> <li>&gt;Digital black and white</li> <li>&gt;Minimum of 30 pages/minutes</li> <li>&gt;32mb memory, at least</li> <li>&gt;600x600 dpi resolution</li> <li>&gt;A3 (11x17) up to A5 (5 1/2 x 8 1/2) paper size</li> <li>&gt;Laser copy system</li> <li>&gt;1 minute warm up time (maximum)</li> <li>&gt;Automatic and manual control</li> <li>&gt;Connectivity: network/USB</li> <li>&gt;Network software installation included</li> <li>&gt;Ready and applicable for network printing</li> <li>&gt;With free regular maintenance</li> </ul> <p><b>Terms and Conditions</b></p> <ul style="list-style-type: none"> <li>&gt;Inclusive of parts and consumable, except of paper and electricity</li> <li>&gt;2% spoilage/test shall be deducted</li> <li>&gt;Waive deposit/advance payment</li> <li>&gt;Free delivery and on-site installation</li> <li>&gt;Provision of at least one technician to repair the machine on an on-call basis, if necessary.</li> <li>&gt;Free training on operational use of the machine</li> <li>&gt;Billing period: monthly</li> </ul> <p><b>Delivery Area: DSWD SWAD TEAM BOHOL OFFICE, TAGBILARAN CITY</b></p>				
			<b>Total:</b>				
Approved Budget for the Contract: <b>Php 176,000.00</b>				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:		SOCPEN					
Purpose : <b>Early procurement for CY 2022 for Social Pension Program use.</b>							

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

  
**KEN ALBERT V. ANIONON**  
 Canvasser