



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

RFQ No. : DSWD7-2022-0088  
 Date : January 31, 2022

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 and Philgeps Registration Number** upon submission of quotation. An **Omnibus Sworn Statement (OSS)** shall be required prior to award.

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 **February 04, 2022 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 2022.
4. Place of Delivery: **DSWD SWAD-Negros Office, Dumaguete City, Negros Oriental**
5. Terms of Payment: **within 30 calendar days from the completion of monthly services and 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: \_\_\_\_\_

  
**BRYAN C. LAGARE**  
 Canvasser

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

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



Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact No.: \_\_\_\_\_

RFQ No.: DSWD7-2022-0088Date: January 31, 2022

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><b>RENTAL OF PHOTOCOPYING MACHINE FOR CY 2022</b></p> <p><b>Specifications:</b></p> <ul style="list-style-type: none"> <li>* Minimum copies/month/machine: 20,000 copies (regular) + 4,000 copies (projected excess copies that will be charged per copy cost)</li> <li>* Touch screen LCD, user friendly with clear and high quality copies</li> <li>* Digital black and white</li> <li>* Minimum of 30 copies/minutes</li> <li>* at least 32mb memory</li> <li>* at least 600 x 600 dpi resolution</li> <li>* A3 (11X17) up to A5 (5-1/2 x 8 1/2) paper size</li> <li>* Laser Copy System</li> <li>* 1 minute warm up time (maximum)</li> <li>* Automatic and manual control</li> <li>* Connectivity: network/USB</li> <li>* Network software application installation included</li> <li>* Ready and applicable for network printing</li> <li>* With free regular maintenance services</li> </ul> <p><b>Terms and Conditions</b></p> <ul style="list-style-type: none"> <li>* Inclusive of parts and consumable, except of paper and electricity</li> <li>* 2% spoilage/test shall be deducted per month</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 machine</li> <li>* Billing period/ frequency: once a month</li> <li>* For purpose of price evaluation, financial compliance shall be determined through the offered unit cost per copy.</li> <li>* Contract amount will be the Approved Budget for the Contract (ABC). Without prejudice to the provision of the applicable laws, rules and regulations, the contract shall be automatically terminated when the amount specified for this contract has been exhausted.</li> </ul> <p>Area of Delivery/Operation:            * DSWD SWAD-Negros Office, Dumaguete City, Negros Oriental.</p>				
Approved Budget for the Contract: <b>Php 160,000.00</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: <b>SOCPEN</b>							
Purpose :		<b>Photocopying services for Social Pension Program.</b>					

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

Signature of supplier/Authorized Representative over printed name

 BRYAN C. LAGARE  
 Canvasser