



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Field Office VII
Corner M.J. Cuenco and Gen. Maxilom Ave., Cebu City

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

RFQ No. : **DSWD7-2022-0922**
Date : **May 30, 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 & Philgeps Registration Number** upon submission of quotation. An Omnibus Sworn Statement 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 **June 3, 2022 at 5:00PM.**

Very truly yours,


ROSARIO P. BACONG
AO V/Head, Procurement Management Section

Terms and Conditions:

- Award shall be made on per: item basis total quoted price lot basis
- Quotation validity shall be not less than **60 calendar days.**
- Good/s or Services shall be delivered **please refer to Annex A.**
- Place of Delivery: **DSWD Field Office VII, Carreta, Cebu City**
- Terms of Payment: **within 30 days from the receipt of billing statement.**
- Liquidated Damages/Penalty: **One-tenth of one percent for everyday of delay shall be imposed.**
- 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.
- Warranty period, if applicable: _____


BONAPARTE D. CASEÑAS II
Canvasser

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

(Signature over Printed Name of Supplier / Service
Provider / Authorized Representative)



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


Company Name _____
 Company Address _____
 Contact Person _____
 Contact No. _____
 PhilGEPS Registration No.: _____
 Tin Number: _____

RFQ No DSWD7-2022-0922

Date: May 30, 2022

Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
1	1	unit	<p>RENTAL SERVICES FOR PHOTOCOPYING MACHINE CY 2022</p> <p>Specifications:</p> <ul style="list-style-type: none"> * Minimum copies/machine/month: 23,000 copies (regular) + 2,000 copies (projected excess copies that will be charged per copy cost) * Touch screen LCD, user friendly with clear and high quality copies * Digital black and white * Minimum of 30 copies/minute * at least 32mb memory * at least 600 x 600 dpi resolution * A3 (11"x17") 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 installation included * Ready and applicable for network printing * with free Regular Maintenance services <p>Terms and Conditions:</p> <ul style="list-style-type: none"> * Inclusive of parts and consumable, except of paper and electricity. * 2% spoilage/test shall be deducted per month * Waived deposit/advance payment * Free delivery and on-site installation * Provision of at least one technician to repair the machine on an on-call basis, if necessary. * Free training/orientation on operational use of the machines * Billing period/frequency: once a month <p>Area of Delivery/Operation:</p> <ul style="list-style-type: none"> * DSWD Field Office VII, Carreta, Cebu City * Contract Period: 8 Months 				
<p>Approved Budget for the Contract: Php 117,000.00</p> <p>End User: SOCIAL PENSION</p> <p>PURPOSE : Photocopying services for Social Pension Program</p>				<p>Note: "Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.</p>			

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


BONAPARTE D. CASEÑAS II
 Canvasser

Signature of Supplier / Authorized Representative Over
Printed Name