



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

RFQ No. : **DSWD7-2023-0335**

Date : **March 15, 2023**

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** upon submission of quotation/s. An **omnibus Sworn Statement** is 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 **March 20, 2023 at 5:00PM.**

Very truly yours,


ENGR. EMMANUEL M. EDLES
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 **within 30 days calendar from receipt and conformity of P.O.**
- Place of Delivery: **DSWD FO VII, Corner M.J. Cuenco Avenue and Gen. Maxilom Ext., 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. DSWD7-2023-0335
 Date: March 15, 2023

Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			Supply, Delivery and Installation of Document Scanners				
1	1	piece	A3 Document Scanner <ul style="list-style-type: none"> • Scanner Type: ADF (Automatic Document Feeder) / Manual Feed, Duplex • Output: Color, Black and White Resolution, at least 600 dpi • Optical Resolution: at least 600 dpi • Daily Duty Cycle: at least 18,000 pages • Scanning Speed: between 50ppm to 120ppm • Document Size: minimum, 2 x 2.7 in. maximum, 12 x 17 inc. long page scanning. 220 in. • Document Thickness: Minimum, 27 gsm maximum, 413 gsm • ADF Capacity: at least 100 sheets • Interface: at least USB 3.0 with backwards compatibility • Warranty & SLA: at least 1-year Hardware Warranty • Installation/Delivery Site: Field Office VII 				
2	4	piece	Network Document Scanner <ul style="list-style-type: none"> • Scanner Type: ADF (Automatic Document Feeder) / Manual Feed, Duplex • Output: Color, Black and White Resolution, at least 600 dpi • Optical Resolution: at least 600 dpi • Daily Duty Cycle: at least 8,000 pages • Scanning Speed: between 50ppm to 100ppm 				

Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			<ul style="list-style-type: none"> • Document Size: minimum, 1.9 x 2 in. maximum, 8.5 x 14 inc. long page scanning. 240 in. • Document Thickness: Minimum, 20 gsm maximum, 465 gsm • ADF Capacity: at least 100 sheets • Interface: a. at least USB 3.2 with backwards compatibility b. Gigabit Ethernet • Warranty & SLA: at least 1-year Hardware Warranty • Installation/Delivery Site: Field Office VII 				
Approved Budget for the Contract: Php 438,000.00				Note: "Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
End User: PPD-ICTS							
PURPOSE :				To be use by the following offices: 1. Records Section 2. Procurement Section 3. Property Section 4. General Service Section 5. ICT Section			

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

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