



REQUEST FOR QUOTATION
NP- SMALL VALUE PROCUREMENT

RFQ No. : DSWD7-2021- 0320
 Date : March 19, 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 **March 24 , 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 Purchase Order.
4. Place of Delivery: **DSWD FO VII, Cebu 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: _____


LEIF WAYNE YOUNG
 Canvasser


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

 (Signature over Printed Name of Supplier /
 Authorized Representative)

Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			<p>C. Adoptive Maintenance To adjust ICT equipment to properly interface with a changing environment such as testing of new software/system release before applying to the production environment, back-up of data base before proceeding to software upgrades</p> <p>D. Perfective Maintenance To enhance ICT equipment in order to either add new capabilities or modify existing functions such as, additional hardware/ ICT equipment to improve security and performance.</p>				
			<p>TERMS AND CONDITIONS:</p> <ol style="list-style-type: none"> 1. The contractor shall respond within 2 to 6 hours upon receipt of a written repair request from the office. 2. The contractor shall make a written assessment and recommendation report on every repair request; subject for approval by the office. 3. The contractor shall provide the labor and materials necessary for all repairs without additional charges. 4. All repairs and replacement of part shall be subject to prior approval of the office. 5. The contractor shall submit the completed service report and billing statement within 2-3 days after completion of every request. 6. Payment will be made within 30 days from receipt of monthly billing statement 7. Workmanship warranty must be at least 3 months. 				
Approved Budget for the Contract: Php 300,108.59							
End User: ICTS							
Purpose : For the repair and maintenance of various ICT equipment of the Field Office							
Note: Procurement procedure in accordance with DSWD-Memorandum Circular No. 2, Series of 2007.							
Note: "Bidder's Specifications" column may be filled up with supplier's offer (brand, model, origin) or may copy "Articles/Description" stated if applicable.							

Signature of Supplier / Authorized Representative
Over Printed Name


Telf WAYNE YOUNG
Canvasser


DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
 Department of Social Welfare and Development
Field Office VII, Cebu City

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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	16	pc	DESKTOP, Preventive/corrective/Adaptive/perfective maintenance				
2	16	pc	LAPTOP, Preventive/corrective/Adaptive/perfective maintenance				
3	5	pc	PRINTER, preventive maintenance				
4	16	pc	UPS, corrective maintenance				
5	5	pc	DIGITAL CAMERAS, corrective maintenance				
6	3	pc	DOCUMENT SCANNER, corrective maintenance				
			Total				
			PROJECT COVERAGE: Mixed brand computers, laptops, printers, digital cameras, document scanners, wireless access points, network switches and network cablings. Work Includes: * Provision of full hardware diagnostics * Provision of data recovery and transfer in case of HDD defects * Provision of service units in case of pull-outs of the defective units * Handles parts ordering, installation and configuration * Parts replacement includes but not limited to memory modules, hard drives, motherboards, processors and other peripheral devices, consumables, software and licenses and maintenance kits.				
			A. Preventive Maintenance To retain the ICT capabilities before the occurrence of any problem, such as measures of system's performance, virus scanning, active directory scanning, data archiving/plug-ins, HDD replacement and maintenance spare equipment to resolve some incidents.				
			B. Corrective Maintenance To resolve defective ICT equipment to the required state, such as fixing hardware faults and replacing equipment				