



**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT**  
**Field Office MiMaRoPa Region**  
**1680 F.T. Benitez corner Malvar Sts., Malate, Manila**

**REQUEST FOR QUOTATION**

RFQ No.: 2021-07-0667-NP-SVP  
 Date: July 19, 2021

Company Name : \_\_\_\_\_  
 Company Address : \_\_\_\_\_  
 Contact Person : \_\_\_\_\_  
 Contact No. : \_\_\_\_\_  
 Email Address : \_\_\_\_\_  
 Company TIN : \_\_\_\_\_  
 PhilGEPS Reg. No. : \_\_\_\_\_

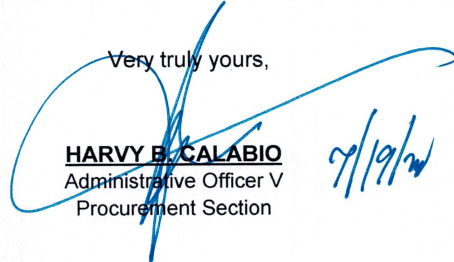
**Sir/Madam:**

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 basis for non-compliance. Also, furnish us with descriptive brochures, catalogues, literatures and/or samples, if applicable.

If you are exclusive manufacturer, distributor, or agent in the Philippines for goods listed in Annex A, please attach in your quotation a duly notarized certification to this effect.

Additionally, please attach copies of your **Company's Business Permit, Mayor's Permit, PhilGEPS Certificate, latest Income/Business Tax Return and Omnibus Sworn Statement**. The **Certificate of Platinum Membership** maybe submitted in lieu of the Mayor's /Business Permit and PHILGEPS Registration Number

Please accomplish and submit this form together with Annex A to DSWD - Procurement Unit at 2nd Floor 1680 F.T. Benitez corner Malvar Sts., Malate, Manila or **fax it through numbers: (02) 5336-8106 to 07 loc. 24052 or email to: proc.davecorcoro.dswd4b@gmail.com/ dtcorcoro@dswd.gov.ph** not later than **5:00 PM on July 26, 2021 (Monday)**.

Very truly yours,  
  
**HARVY B. CALABIO**  
 Administrative Officer V  
 Procurement Section

**Terms and Conditions:**

- Award shall be made on per:  item basis  total quoted price  lot basis
- Price Validity shall be valid until: One Hundred Twenty (120) Calendar days
- Services shall be delivered on: Thirty (30) days upon receipt of approved Purchase Order (PO)
- Place of Delivery: DSWD Field Office MIMAROPA (1680 F.T. Benitez cor., Malvar Sts., Malate, Manila)
- Terms of Payment: within 15-30 days upon final inspection and acceptance  
 Payment through LDDAP-ADA (List of Due and Demandable Accounts Payable- Advice to Debit Account)  
 Account Name: \_\_\_\_\_ Account Number : \_\_\_\_\_  
 Bank Name: \_\_\_\_\_ Branch: \_\_\_\_\_  
**\*\*Note: Non Land Bank of the Philippines accounts shall be charged a service fee**
- Liquidated Damages/Penalty: In case of failure to make full delivery within the time specified above, the amount of the liquidated damages shall be at least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay shall be imposed. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of contract, the Procuring Entity may rescind or terminate the contract without prejudice to other courses of action and remedies available under the circumstances.
- For goods please indicate brand, model and country of origin.
- In case of discrepancy between unit cost and total cost, unit cost shall prevail.
- Please indicate warranty: \_\_\_\_\_
- NOTE:** "Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PhilGEPS). You may visit the PhilGEPS website at [www.philgeps.gov.ph](http://www.philgeps.gov.ph) to register"

  
**DAVE T. CORCORO**  
 Procurement Officer  
 Telefax: 5336-8106 to 07 loc. 24052  
 Email: [proc.davecorcoro.dswd4b@gmail.com](mailto:proc.davecorcoro.dswd4b@gmail.com)/ [dtcorcoro@dswd.gov.ph](mailto:dtcorcoro@dswd.gov.ph)

\_\_\_\_\_  
 Signature Over Printed Name  
 ( Supplier)



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MOP: NP- SVP

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Item No.	Qty.	Unit	Bidder's Specifications	Unit Cost	Total Cost
1	6	unit	<b>PRINTER</b> <b>Specifications:</b> <b>Printer Type:</b> Print, Scan, Copy, Fax w/ ADF, w/ WiFi Support <b>Print Speed:</b> Photo Default - 10 x 15 xm/ 4 x 6" Approx. 69 sec per photo (Border)/ 90 sec per photo (Borderless) *1 <b>Draft, A4 (Black/ Colour):</b> Up to 33 ppm/ 15 ppm *1 <b>ISO 24374, A4 Simplex (Black/ Colour):</b> Up to 10 ipm/ 5.0 ipm *1 <b>First Page Out Time from Ready Mode (Black/ Colour):</b> Approx. 10 sec/ 16 sec *1 <b>Copy Speed:</b> <b>Copy Quality:</b> Draft/ Standard/ Best Quality <b>Maximum Copies from Standalone:</b> 99 copies <b>Reduction/ Enlargement:</b> 25 - 400%, Auto Fit Function <b>Maximum Copy Resolution:</b> 600 x 600 dpi <b>Maximum Copy Size:</b> Legal <b>ISO 29183, A4 Simplex Flatbed (Black/ Colour):</b> Up to 7.7 ipm/ 3.8 ipm <b>Scanner Type:</b> Flatbed colour image scanner <b>Sensor Type:</b> CIS <b>Optical Resolution:</b> 1200 x 2400 dpi <b>Maximum Scan Area:</b> 216 x 297mm (8.5 x 11.7") <b>Scanner Bit Depth (Colour):</b> 48-bit input, 24-Bit output <b>Scanner Bit Depth (Grayscale):</b> 16-bit input, 8-Bit output <b>Scanner Bit Depth (Black &amp; White):</b> 16-bit input, 1-Bit output <b>Scan Speed (Flatbed/ ADF (Simplex)):</b> 200dpi, Black: 12 sec/ 4.5 ipm 200dpi, Colour: 29 sec/ 4.5 ipm <b>ADF Thickness</b> <b>Support Paper Thickness:</b> 64 - 95 g/m2 <b>Paper Capacity:</b> 30 pages (A4), 10 pages (Legal) <b>Paper Handling</b> <b>Number of Paper Tray:</b> 1 <b>Paper Hold Capacity:</b> <b>Input Capacity:</b> Up to 100 sheets-A4/ Letter Plain paper (80g/m2), Up to 20 sheets-Premium Glossy Photo Paper, 10 sheets-Envelope, 30 sheets A4 Plain Paper, 20 sheets Premium Glossy Photo Paper <b>Maximum Paper Size:</b> 215.9 x 1200mm (8.5 x 47.24") <b>Paper Feed Method:</b> Friction feed <b>Paper Size:</b> Legal, Indian-Legal (215 x 345mm), 8.5 x 13", Letter, A4, 16K (195 x 270mm), B5, A5, B6, A6, Hagaki (100 x 148mm), 5 x 7", 4 x 6", Envelopes: #10, DL, C6 <b>Print Margin:</b> 0mm top, left, right, bottom via custom settings in printer driver <b>Supported OS:</b> Windows XP/ Vista/ 7/ 8/ 8.1/ 10 Windows Server 2003/ 2008/ 2012/ 2016 Only printing and scanning functions are supported for Windows Server OS Mac OS X 10.6.8 or later <b>Noise Level</b> <b>PC Printing/ Plain Paper Default:</b> Sound Power (Black/ Colour) 6.5 B(A)/ 6.3 B(A), Sound Pressure (Black/ Colour) 52 dB(A)/ 50 dB(A) *3 <b>PC Printing/ Premium Glossy Photo Paper Best Photo:</b> Sound Power (Black/ Colour) 5.2 B(A), Sound Pressure (Black/ Colour) 38 dB(A)/ 39 dB(A) <b>Dimension (W x D x H):</b> 375 x 347 x 237mm <b>Weight:</b> 5.0 kg "Failure to indicate information could be basis for non-compliance." _____ (Signature over printed name) Supplier _____ Supplier		
<b>PAGE 1 OF 3</b>					
<b>Total Approved Budget for the Contract: Php139,150.00</b>					

PURPOSE: For the Purchase of Machinery/ Equipment (ICT) for EPAHP-RPMO.

PR No.: 2021-07-0667-NP-SVP

IMPORTANT: The winning bidder MUST SIGN the original copy of Purchase Order (P.O.) at DSWD FO MIMAROPA Region, Procurement Unit within three (3) days from the date advance copy was served thru fax. FAILURE to show up and sign the original P.O. means the bidder is not interested and will be ground for suspension or blacklisting in DSWD's future biddings.

**DAVE T. CORCORO**

Procurement Officer

Telefax: 5336-8106 to 07 loc. 24052

VAT  
 Non-VAT



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PhilGEPS Reg. No. : \_\_\_\_\_

Item No.	Qty.	Unit	Bidder's Specifications	Unit Cost	Total Cost
			LCD Screen: 1.44" Colour LCD USB: USB 2.0 Network: Ethernet, Wi-Fi IEEE 802.11b/g/n, Wi-Fi Direct Network Protocol: TCP/IPv4, TCP/IPv6 Network Management Protocols: SNMP, HTTP, DHCP, BOOTP, APIPA, PING, DDNS, mDNS, SLP, WSD, LLTD Printing Technology: On-demand inkjet (Piezoelectric) Nozzle Configuration: 180 nozzles Black, 59 nozzles per colour (Cyan, Magenta, Yellow) Print Direction: Bi-directional printing Maximum Print Resolution: 5760 x 1440 dpi (with Variable-Sized Droplet Technology) Minimum Ink Droplet Size: 3 pl Printer Language: ESC/ P-R Automatic 2-sided Printing: No		
2	5	unit	EXTERNAL HARD DRIVE Specifications: Interface Option: USB 3.0 backward Compatibility: USB 2.0 Capacity: 2TB Size: 2.5 inch Compatibility: Windows & MAC OS Features: A. Plug & Play Connectivity B. Includes per-loaded easy-to-use back-up software Warranty & SLA: One (1) Year Hardware Warranty		
3	4	unit	AUDIO RECORDER Specifications: Dimension (W x H x D): 38.3 x 114.1 x 19.3 mm (1.51 x 4.50 x 0.76 inches) Battery Type: Dry Battery AAAx2 Built-in Memory: 4 GB 4 expandable to 32 GB with microSD Built-in Microphone: Stereo Calendar Search: Yes LCD Backlight: No Maximum Filed per Folder: 199 Max. Recording Time LPCM 44.1 KHZ, 16 Bit: 5 hours 20 min. Max. Recording Time MP3 192 KBPS: 39 hours 45 min. Max. Recording Time MP3 192 KBPS: 59 hours 35 min. Max. Recording Time MP3 48 KBPS (MONAURAL): 159 hours Battery Life for Recording LPCM 44.1 KHZ, 16 Bit: 40 hours Battery Life for Recording MP3 192 KBPS: 55 hours Battery Life for Recording MP3 128 KBPS: 57 hours Battery Life for Recording MP3 48 KBPS (MONAURAL): 62 hours Frequency Response LPCM 44.1 KHZ, 16 Bit: 50-20,000 Hz Frequency Response MP3 192 KBPS: 50-20,000 Hz Frequency Response MP3 128 KBPS: 50-16,000 Hz Playback Edit: With A-B repeat; With Digital Pitch Control (Speed Control) With Digital Voice Up Input & Output Terminals - [PC I/F] Hi-speed USB [Input], Stereo Mic-in jack [Output], Stereo Earphone Jack		
			PAGE 2 OF 3		
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Item No.	Qty.	Unit	Bidder's Specifications	Unit Cost	Total Cost
4	1	unit	<b>PAPER SHREDDER</b> Specifications: Cross Cut Shredder for Paper, CD and Card Shred Capacity: A4 (70g) 8 sheets paper, 1 CD, 1 Card Shred Size: 4 x 45mm Entry Width: 220mm Shred Type: Cross Cut Shred Speed: 2.2m/min Switch Feature: Rev-Off-Auto Duty Cycle: 2 minutes on, 4.0 minutes off Noise Level: 72 Db 13 liter waste bin capacity Dimension: 31 x 19 x 32.5 kg Net Wt.: 3.6 kg Elegant design to fit with different usage environment Separate CD bin design to divide the different wastes		
5	1	unit	<b>LAMINATOR</b> Specifications: Lightweight, and space saving design Quick warm up time: 3-6 mins. Power ready light Auto shut-off Entry Width: 236mm Speed: 250mm/min		
6	1	unit	<b>LABELLER</b> Specifications: Design Features: 7 print styles, 5 font styles, 195 symbols, 8 border styles Product Features: 9 label memory, 2 line printing, date stamp, auto-off power saver 13 character LCD display allows you to see exactly what you are printing Computer style keyboard allows for quick creation of labels Choose from 3 language options (English, French or Spanish) LT100T S0758380 DYMO LetraTag; silver, blue Desktop personal label maker Tape Size: 12mm Includes: 1 tape (12mm x 4m)		
7	5	unit	<b>MOUSE WITH SCROLL</b> Specifications: Type: Wireless Range: at least 10 meters Power Switch: on/off switch Connection Interface: USB receiver/ bluetooth Battery: AA Battery Silent Click Warranty: 3 months hardware warranty >>>> Nothing Follows <<<<<		
			Date of Delivery: Within thirty (30) days upon receipt of approved PO Area of Delivery: DSWD Field Office MIMAROPA (1680 F.T. Benitez cor., Malvar Sts., Malate, Manila)		
			"Failure to indicate information could be basis for non-compliance."		
			PAGE 3 OF 3		
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