



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

REQUEST FOR QUOTATION

RFQ No. 2022-03-0238 -NP SVP

Date: March 18, 2022

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, 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. 24051-52 or email to: ambnulla@dswd.gov.ph** not later than **5:00 PM on March 25, 2022 (Friday)**.

Very truly yours,

HARVEY B. CALABIO
Administrative Officer V
Procurement Section

Terms and Conditions:

1. Award shall be made on per: item basis total quoted price lot basis
2. Price Validity shall be valid until: One Hundred Twenty (120) Calendar days

3. Services shall be delivered c March - December 2022

4. Place of Delivery: DSWD F.O IV-MIMAROPA, 1680 F.T BENITEZ ST., MALATE, MANILA

5. 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**

6. 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.

7. For goods please indicate brand, model and country of origin.

8. In case of discrepancy between unit cost and total cost, unit cost shall prevail.

9. Please indicate warranty: _____

10. **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 to register"

ADRIAHN M. BERNULLA
Administrative Assistant II

Telefax: 5336-8106 to 07 loc. 24051-52

Signature Over Printed Name
(Supplier)



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 to register"

RFQ No. 2022-03-0238

Date: _____ (should be filled up by suppliers)

MOP: NP-SVP

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

Item No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications	Unit Cost	Total Cost
			Service Provider for Printer Rental - Colored			
1	10	Month	Free use of Heavy Duty Multi-Functional Printer (Network Printer/copier/scanner - not rema/refill) - Stand Alone 1 unit Specification: Printer Type: Workgroup Printer Power Supply: 220V Build in Devices: Status LCD Connectivity Technology: wired/wireless Interface: USB, Gigabit LAN Media Type: Bond Paper, Cards, envelopes, labels, plain paper, recycled paper, transparencies Media sizes: Letter size, A4,Folio,Legal,Envelope Data Link Protocol: Ethernet, Fast Ethernet, Gigabit Ethernet Max Resolution: B/W: 1200 x 1200 dpi Print up to 20,000 to 25,000 Pages per month Print 240,000 pages for 12 months Parts, service and maintenance during breakdown Provide Toner/Cartridge or ink for the Printer High Quality of Printed Documents Period Covered: March to December 2022 Terms: Government Procedure Scope of Services: 1. The Service Provider will repair & service the unit free of charge 2. On Call services during office hours, Reliable support and assistance by phone 3. Printers will be refilled as need arises or upon request, or during regular maintenance visits. 4. Printer will be maintained by qualified technicians *****NOTHING FOLLOWS***** Approved Budget Cost: Php 100,000.00 Delivery Time: March - December 2022 Delivery Place: DSWD F.O IV-MIMAROPA, 1680 F.T Benitez St., Malate, Manila			
				Note: Please specify brand/ model/ origin Please fill up the space for Bidder's Specification "Failure to indicate information could be basis for non-compliance."		

PURPOSE: Service Provider for Printer Rental - Colored
PR No.: 2022-03-0238

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.

ADRIAHN M. BERNULLA
Administrative Assitant II

Tel: 336-8106 Local 101 & 111/Email: ambernulla@dswd.gov.ph

(Signature over printed name)
Supplier

VAT
 Non-VAT