



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

REQUEST FOR QUOTATION

RFQ No.: 2022-07-0726-NP-SVP
 Date: July 15, 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, 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: dtcorcoro@dswd.gov.ph** not later than **5:00 PM on July 22, 2022 (Friday)**.

Very truly yours,

PACITA NOREN L. YSUG-VILLAZORDA
 Administrative Officer IV
 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 on: 15 days upon receipt of approved Purchase Order (PO)
4. Place of Delivery: DSWD Field Office MIMAROPA and SWADT MIMAROPA Offices
5. Terms of Payment: Billing must be submitted by the end of the Month
 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"

DAVE T. CORCORO
 Procurement Officer

Telefax: 5336-8106 to 07 loc. 24052
 Email: proc.davecorcoro.dswd4b@gmail.com/ dtcorcoro@dswd.gov.ph

 Signature Over Printed Name
 (Supplier)



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Date: _____ (should be filled up by suppliers)

MOP: NP- SVP

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

Item No.	Qty.	Unit	Bidder's Specifications	Unit Cost	Total Cost
1	6	unit	RENTAL OF SIX (6) UNITS OF HEAVY DUTY PRINTER FOR CIS REGIONAL OFFICE AND SWADT OFFICES		
			Specifications:		
			> Printer: Heavy Duty Digital Type Photocopier (Monochrome/Colored)		
			> Automatic Document Feeder; > Duplex and Printing Capable		
			> 36 ppm Black and White/Colored Copying/Printing		
			> 600 x 600 dpi - Printing Resolution; > Standard Memory: 2 GB; > HDD: 250 GB		
			> Max. Original Size: A3 (11 x 17); > Warm Time: 20 sec or less		
			> PDF Password Protection; > 25% - 400% Reduction & Enlargement		
			> 1-999 Continuous Copying/Printing; > Paper Capacity: Tray 1-500 sheets		
			> Tray 2-500 sheets; Tray 3-4 Optional; > Multiple Bypass Tray: 150 sheets		
			> Paper Weight: Tray 1 & 2 52 to 256 gsm; > Multiple Bypass Tray: 60 to 300 gsm		
			> Interface: Ethernet (10 BASE-T/100 BASE-TX/1000 BASE-T), USB 1.1 USB 2.0 USB Host		
			> Mobile Printing		
			Note:		
			> Maximum Copies per Month: 20,000 copies (Monochrome)		
			500 copies (Colored)		
			> Rate in excess if Free Copies is applicable		
			System Includes:		
			> Free Consumables (Toners/Ink except copy paper)		
			> Free Spare Parts Replacement		
			> Free Maintenance and Lifetime Service Guarantee		
			> All rates VAT Inclusive		
			>>>> NOTHING FOLLOWS <<<<<		
			Date of Delivery: Fifteen (15) days upon receipt of approved Purchase Order (PO)		
			Areas of Delivery:		
			> DSWD Field Office MIMAROPA		
			Address: 1680 F.T. Benitez cor. Malvar Sts., Malate, Manila		
			Contact Person: MS. MARICEL F. DELA VEGA-JRDAS		
			Contact Number: 0908-424-0687		
			> SWADT ORIENTAL MINDORO OFFICE		
			Address: Provincial Capitol Complex, Brgy. Camilimil, Catapan City, Oriental Mindoro		
			Contact Person: MS. SEVERINA G. BOONGALING		
			Contact Number: 0908-290-1003		
			> SWADT OCCIDENTAL MINDORO OFFICE		
			Address: M.H. Del Pilar St., Brgy. 7, San Jose, Occidental Mindoro		
			Contact Person: MS. SHEILA D. SARABIA		
			Contact Number: 0915-959-8195		
			> SWADT MARINDUQUE OFFICE		
			Address: Capitol Compound, Brgy. Bangbangalon, Boac, Marinduque		
			Contact Person: MS. HELEN B. ALCOBA		
			Contact Number: 0961-333-1372		
			> SWADT ROMBLON OFFICE		
			Address: Servañez Bldg., Brgy. Liwayway, Odiongan, Romblon		
			Contact Person: MS. ABEGAIL F. FETILO		
			Contact Number: 0998-915-8120		
			> SWADT PALAWAN OFFICE		
			Address: Padre Pio Bldg., Mendoza St., Puerto Princesa City, Palawan		
			Contact Person: MR. ERIC P. ABOROT		
			Contact Number: 0977-856-0040		
			Approved Budget for the Contract: Php360,000.00		
			PAGE 1 OF 1		
			"Failure to indicate information could be basis for non-compliance."		

PURPOSE: For the Rental of Heavy Duty Printer for the Implementation of AICS Program.

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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

 (Signature over printed name)
 Supplier

VAT
 Non-VAT