



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

REQUEST FOR QUOTATION

RFQ No. 2022-08-0890 NP-SVP
Date: September 1, 2022

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

Sir/Madam:

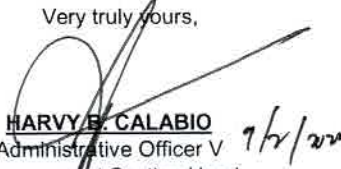
Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in Annex A. Failure to indicate information could be basis for non-compliance. Also, furnish us with descriptive brochures, catalogues, literatures and/or 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, PCAB License, 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 MIMAROPA Region -BAC Secretariat at 2nd Floor 1680 F.T. Benitez corner Malvar Sts., Malate, Manila or email to: maediones@dswd.gov.ph not later than **5:00 PM on September 8, 2022 (Thursday)**. Quotations submitted to different email address(es) as stated above shall not be considered for evaluation. Please indicate in the subject of your email the title of the Project using this format: **RFQ 2022-08-0890, September 8, 2022.**

Very truly yours,


HARVEY E. CALABIO
Administrative Officer V
Procurement Section Head

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: 15 Days after receipt of approved Purchase Order
- Place of Delivery: SWADT PALAWAN 3rd Floor FD Building cor. Carandang St., Brgy. Manggahan, Puerto Princesa City Palawan
- Terms of Payment: within 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 to register "


MARK ANTHONY E. DIONES

Telefax: 5336-8106 to 07 loc. 24052
Contact Number: 09565162748

Signature Over Printed Name
(Supplier)



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Date: _____ (should be filled up by supplier)

MOP: NP-SVP

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

Item No.	Qty.	Unit	PARTICULARS	Bidder's Specifications (Please fill out the specifications in the space provided)	Unit Cost	Total Cost
1	2	Unit	PRINTER			
			SPECIFICATIONS:			
			PRINTER TYPE: Print Scan, Copy, Fax With ADF			
			FEATURES: Spill free Ink Refill (continuous ink system)			
			COPYING: Maximum 99 Copies			
			MAXIMUM COPY RESOLUTION: 600 x 600 dpi			
			MAXIMUM COPY SIZE: Legal			
			SCANNER TYPE: Flat bed, ADF			
			SCANNER RESOLUTION, OPTICAL: 1200 x 2400 dpi			
			SCAN SIZE, MAXIMUM: 216 x 297mm			
			AUTOMATIC DOCUMENT FEEDER CAPACITY: Standard, Up to 30 sheets (A4), 10 pages (Legal)			
			Fax Resolution: up to 200 x 200 dpi			
			Transmission Paper size (Flatbed): Letter A4			
			Transmission Paper size (ADF): A4, Letter, 8.5 x 13" Legal, Oficio			
			PAPER HANDLING INPUT, STANDARD: Up to 100-Sheets			
			PAPER HANDLING OUTPUT, STANDARD: Up 30-sheets output			
			WIRELESS CAPABILITY: Wi-Fi 802.11b/g/n, Wi-Fi Direct			
			COMPATIBLE OPERATING SYSTEM: Windows 10, 8.1,8,7;Mac OS X 10.6.8 or late			
			Voltage: AC 220-240v			
			Warranty: 1-year Hardware Warranty			
			*** Nothing Follows***			
			Target Delivery: 15 Days after Approved PO			
			Delivery Place: SWADT PALAWAN 3rd Floor FD Building cor. Carandang St., Brgy. Manggahan, Puerto Princesa City Palawan Contact Person: Eric P. Aborot Contact No. 0977-856-0040			
			TOTAL APPROVED BUDGET FOR THE CONTRACT: Fifty Thousand Pesos Only (Php 50,000.00)			
				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: For the use of CIS PSP-AICS SWAD OFFICE PALAWAN

PR No.: 2022-08-0890 NP-SVP

VAT
 Non-VAT

(Signature over Printed name)
Supplier

IMPORTANT: The winning bidder MUST SIGN the original copy of Purchase Order (P.O.) at DSWD FO MIMAROPA Region, Procurement Section within three (3) days from the date advance copy was served thru email. 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.