



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

REQUEST FOR QUOTATION

RFQ No. 2022-09-1014 NP-SVP

Date: October 5, 2022

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

Sir/Madam:

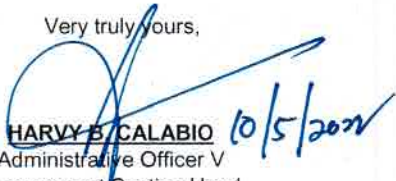
Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in **Annex A**. **Failure to indicate information could be basis for non-compliance**. Also, furnish us with descriptive brochures, catalogues, literatures 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 October 12, 2022 (Wednesday)**. 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 2022-09-1011, October 12, 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 CD after receipt of approved Purchase Order
- Place of Delivery: DSWD MIMAROPA (1680 F.T. Benitez cor. Malvar St., Malate, Manila)
- 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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RFQ 2022-09-1014 NP-SVP

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	3	pc	To Purchase of ALL IN ONE WIRELESS PRINTER (COLORED)			
			Function: Print, Scan, Copy			
			Monthly Duty Cycle: > 10,000 impression			
			Copying:			
			Copy Speed: > 7 cpm (Black) > 5 cpm (Color)			
			Copy Resolution: > 300 dpi			
			Printing			
			Printing Speed: > 7 ppm (Black) > 5 ppm (Color)			
			Print Resolution: > 300 dpi			
			Scanning:			
			Optical Resolution: > 200 dpi			
			Bit Depth: > 24 bit			
			Scan Size Max: Legal			
			File Format Supported: PDF, TIFF, JPEG			
			Document and Media Handling			
			Document Feeder Sheet Capacity: > 20 Sheets			
			Document Feeder Sheet Max Size Capacity: > 20 Sheets			
			Max Copy Size: Legal			
			Paper Tray Sheet Capacity: > 100 Sheets			
			Paper Tray Max Size Capacity: Legal			
			PC Connectivity			
			Connection: Hi-Speed USB 2.0; Ethernet 10/100 Base-T			
			Warranty: 1-year Hardware Warranty			
2	3	pc	LASER PRINTER (Monochrome)			
			Output Type: Monochrome			
			Compatibility: Compatible with windows			
			Connectivity Technology: USB 2.0			
			Networking Type: Ethernet			
			Print Speed : > 20ppm			
			Monthly Duty Cycle: > 20,000 impression			
			Technology: Laser			
			Black Resolution: > 600 dpi			
			Max Media Size: Legal			
			Warranty: 1-year Hardware Warranty			
			*** Nothing Follows***			
			Target Delivery: 7 CD after receipt of approved Purchase Order			
			Delivery Place: Delivery Place: DSWD MIMAROPA (1680 F.T. Benitez cor. Malvar St., Malate, Manila)			
			TOTAL APPROVED BUDGET FOR THE CONTRACT:			
			Two Hundred Thirty-Two Thousand Five Hundred Pesos Only			
			(Php 232,500.00)			
				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: to be used of Policy and Plans Division (ICTMS/PDPS/Standards)
 PR No.: 2022-09-1014 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.