



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

REQUEST FOR QUOTATION

RFQ No. 2023-05-0744 NP-SVP

Date: May 30, 2023

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

Sir/Madam:

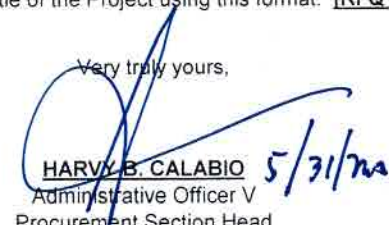
Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in Annex A. Failure to indicate information could be basis for non-compliance. Also, furnish us with descriptive brochures, catalogues, literatures and/or 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 (if applicable), PhilGEPS Certificate, latest Income/Business Tax Return and a notarized or unnotarized Omnibus Sworn Statement in accordance with the attached format marked as Annex B. If awarded, please submit immediately the duly notarized Omnibus Sworn Statement (if previously submitted is unnotarized). 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: [procurement.fomimaropa@dswd.gov.ph](mailto:procurement.fomimaropa@dswd.gov.ph) not later than **5:00 PM on JUNE 7, 2023 (WEDNESDAY)**. Quotations submitted to the different email addresses (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 Number ], [Deadline of Submission].

Very truly yours,

  
**HARVEY B. 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 UPON RECEIPT OF APPROVED PO
- Place of Delivery: DSWD REGIONAL OFFICE - 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](http://www.philgeps.gov.ph) to register "

  
**ARIEL G. SAMPAN**  
Procurement Officer

Telephone Number: 5328-5111 to 15 loc. 24052  
Contact Number: 099884746898

\_\_\_\_\_  
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](http://www.philgeps.gov.ph) to register

RFQ No.: 2023-05-0744

Date: \_\_\_\_\_ (should be filled up by supplier)

MOP: NP-ISVP

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) NOTE: Supplier must state here either the statement of compliance either "COMPLY" or "NOT COMPLY". "Failure to indicate information could be basis for non-compliance."	Unit Cost	Total Cost
1	1	Unit	RENTAL OF HEAVY DUTY PRINTER FOR THE IMPLEMENTATION OF SOCIAL PENSION PROGRAM REGIONAL OFFICE			
			DURATION: 7 MONTHS (July - December 2023)			
			SPECIFICATIONS:			
			Printer: Heavy Duty Digital Type Photocopier (Monochrome/Colored)			
			Automatic Document Feeder			
			Duplex and Printing Capable			
			36 ppm Black and White/Colored Copying			
			600 x 600 dpi - Printing Resolution			
			Standard Memory: 2GB			
			HDD: 250 GB			
			Max Original Size: A3 (11 x 17)			
			Warm Time: 20 sec. or less			
			25% -400% Reduction and 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-TX/100-T100 BASE TX/1000 BASE-T), USB 1.1 USB 2.0 Host			
			Mobile Printing			
			Maximum Copiesper 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			
			Monthly Billing			
			All rates VAT Inclusive			
			*****NOTHING FOLLOWS*****			
			Page 1 of 1			
			Approved Budget for the Contract: Eighty-Four Thousand Pesos (PHP 84,000.00)			

PURPOSE: Rental of Heavy Duty Printer for implementation of Social Pension Program  
 PR No.: 2023-05-0744 NFSVP

☐ 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.