



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Field Office MiMaRoPa Region
1680 F.T. Benitez corner Malvar Sts., Malate, Manila

REQUEST FOR QUOTATION

RFQ No.: 2023-06-0757-NP-SVP

Date: June 5, 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** may be 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 not later than **5:00 PM on June 13, 2023 (Tuesday)**. 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 Number], [Deadline of Submission]**.

Very truly yours,

HARVY B. GALABIO

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: Twenty-Five (25) calendar days upon receipt of approved Purchase Order (PO)
- Place of Delivery: DSWD Field Office MIMAROPA (1680 F.T. Benitez cor. Malvar Sts., Malate, Manila)
- 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**
- 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"

DAVE T. CORCORA

Procurement Officer

Telefax: 5336-8106 to 07 loc. 24052

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	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	HEAVY-DUTY DOCUMENT SCANNER Specifications: > Type: Production Document Scanner > Document Feeding: Automatic or Manual > Document Size: Width: 2" - 12", Length: 2.8" - 17" > Long Document Mode: Up to 220.1 > Document Weight: - Automatic Feeding: 14 - 56 lb. Bond - Manual Feeding: 14 - 56 lb. Bond > Feeder Capacity: Up to 500 sheets > Grayscale: 8-bit > Color: 24-bit > Light Source: RGB LED > Scanning Element: Three-Line Contact Image Sensor (CIS) > Scanning Mode: Color, Grayscale, Black and White > Optical Resolution: Up to 600 dpi > Output Resolution: 150/200/240/300/400/600 dpi > Scanning Speed: (Simplex/Duplex) Black & White/ Grayscale/ Color: Up to 140ppm/ Up to 280 ipm > Interface: Hi-speed USB 3.1, 10 Base-T/ 100 Base-TX/ 1000 Base-T Ethernet > Dimension (H x W x D): 12.4" x 18.9" x 22.4" (with trays closed) > Power Consumption: 66.5 W or Less (Energy Saving Mode: 3.5W) > Suggested Daily Volume: 70,000** > Supported Operating System: Windows 8.1 (32bit/64bit), Windows 10 (32bit/64bit), Microsoft Windows Server 2012 R2, Microsoft Windows Server 2016, Microsoft Windows Server 2019 Other Features: Auto Color Detection, Auto Page Size Detection, Active Thresholding, Batch Separation, Character Emphasis, Count Only Mode, Custom Color Dropout/ Enhance Color, Deskew, Double-Feed Detection, Edge Emphasis, Folio Scan, Image Rotation, Moiré Reduction, MultiStream, Paper Feed Tray (Adjustable), Pre-Scan, Prevent Bleed-Through/Remove Background, Punch Hole Removal, Rapid Recovery System, Skip Blank Page, Staple Detection, Text Enhancement, Text Orientation Recognition, Three-Dimensional Color Correction, User Preferences, Verify Scan >>>> NOTHING FOLLOWS <<<<<		
			Date of Delivery: Twenty-Five (25) Calendar Days upon receipt of approved Purchase Order (PO) Area of Delivery: DSWD Field Office MIMAROPA (1680 F.T. Benitez cor. Malvar Sts., Malate, Manila)		
			<div style="border: 1px solid black; border-radius: 50%; padding: 10px; text-align: center;"> TOTAL APPROVED BUDGET FOR THE CONTRACT Five Hundred Thousand Pesos Only (Php 500,000.00) </div>		
			PAGE 1 OF 1 Note: Please specify brand model/origin.		

PURPOSE: Purchase & Delivery of IT Equipment (Heavy-Duty Scanner) to be used in Regional Office for Digitization.

PR No.: 2023-06-0757-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 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.**