



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

REQUEST FOR QUOTATION

RFQ No.: 2023-06-0770 NP-SVP

Date: October 26, 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 not later than **5:00 PM on November 3, 2023 (Friday)**. 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,

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: Thirty (30) 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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Annex A

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

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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	7	unit	ALL IN ONE PRINTER		
			Specifications:		
			I. KEY FUNCTIONS		
			> Automatic 2-sided Print, Scan, Copy and Wireless Connectivity		
			II. PRINT FUNCTIONS		
			> Print Speed (A4/Letter): Up to 40/42 ppm		
			> Print Resolution: Up to 1200 x 1200 dpi		
			> Print Out Time: Less than 7.2 seconds		
			> Has a quiet mode		
			III. COPY FUNCTIONS		
			> Copy Speed (A4/Letter): Up to 40/42 cpm		
			> Copy Resolution: b1200 x 600 dpi		
			> Reduction/Enlargement Ratio: 25%-400% in 1% increments		
			> Multi Copy/Stack: Up to 99 copies		
			IV. SCAN FUNCTIONS		
			> Scan Type: Monochrome/Color - ADF or has dual scanner method		
			> Resolution (Optical/Enhanced): Up to 1200 x 1200 dpi/ Up to 19,200 dpi		
			> Scan to email, image OCR, file, email server, FTP, SFTP, USB & network		
			> Scanning Speed: Up to 28/20 ipm for multiple sheets (mono/color)		
			V. PAPER HANDLING		
			> Input Tray (Standard): 250 sheets		
			> Multi-Purpose Tray/Manual Slot: 50 sheets		
			> Output Tray: 150 sheets		
			> Automatic Document Feeder (ADF): 70 sheets		
			> Media Size (Standard): A4, Letter, A5, A5 (long edge), A6, Executive, Legal, Folio		
			VI. OTHERS		
			> Memory: 1GB		
			> Processor Speed: Cortex-A9 (800MHz)		
			> Display: 3.7" TFT Color LCD		
			> Printer Software:		
			> Operating System Compatibility:		
			Mac OS X v10.8.5 or later		
			Windows XP/ Vista/ 7/ 8/ 8.1/ 10		
			Windows Server 2003/ 2008/ 2012		
			Note: Please specify brand model/origin.		

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PURPOSE: Purchase & Delivery of All-in-One Printer for the use of Sustainable Livelihood Program (SLP).

PR No. 2023-06-0770 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.



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RFQ No.: 2023-06-0770 NP-SVP

Date: _____ (should be filled up by supplier)

MOP: SHOPPING B

Company Name : _____

Company Address : _____

Contact Person : _____

Contact No. : _____

Email Address : _____

Company TIN : _____

PhilGEPS Reg. No. : _____

[illegible]

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