

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Regional Office III

Government Centre, Maimpis, City of San Fernando (P)

REQUEST FOR QUOTATION

RFQ No. **2022-06-349**  
PR No. **See Annex A for PR #**  
Mode of Procurement: **Shopping 52.1b**

\*Company Name: \_\_\_\_\_  
\*Company Address: \_\_\_\_\_  
\*Contact Person: \_\_\_\_\_  
\*Contact No.: \_\_\_\_\_  
\*Email Address: \_\_\_\_\_  
\*PhilGeps Reg. No.: \_\_\_\_\_

**\*REQUIRED. To avoid bid disqualification,  
please fill out all the items accordingly.  
Indicate "N/A" if not applicable. Thank you!**

**\*Title of the Project: Purchase of Semi-Expendable (ICT Equipment, Furniture & Fixtures and Office Equipment) to be used by various offices/programs of DSWD FO III for the 2nd Semester of 2022.**

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 the exclusive manufacturer, distributor or agent in the Philippines for the goods listed **Annex A**, please attach in your quotation, a duly notarized certification to this effect.

Interested supplier/s are required to submit copies of their **Mayor's/Business Permit**. 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 from together with Annex A and all the required documents to DSWD FO III - BAC Secretariat at DSWD Regional Office III, Diosdado Macapagal Government Center, Maimpis, City of San Fernando, Pampanga or **email to quotation.fo3@dswd.gov.ph** not later than **3:00PM July 18, 2022**. 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]**. Bids submitted must be in **pdf format ONLY** clearly scanned in a **SINGLE FILE**. Any supporting documents shall be saved in a separate pdf file.

Very truly yours,

  
**JENNIFER CAMPANG-MORALES**  
Procurement Section Chief

**Terms and Conditions:**

- Award shall be made on per: ☐ Item Basis ☒ Lot Basis
- No negative feedback/record of End User to Service Provider within Three (3) Months.
- Quotation validity shall be: Thirty (30) Calendar Day
- Good/s/Activity shall be delivered within: Twenty (20) to thirty (30) Calendar Days
- Place of Delivery: DSWD FOIII, DMGC Brgy., Maimpis City of San Fernando Pampanga
- Terms of Payment: Within Thirty (30) Calendar Days  
Payment through LDDAP-ADA (List of Due and Demandable Accounts Payable-Advise 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, 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. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the 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 or 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) and register for free.

  
R.O.M. ODTUJAN  
PPMU

\_\_\_\_\_  
(Signature over Printed Name)  
Supplier

## DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

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RFQ No. 2022-06-349

Date:

\*Company Name: \_\_\_\_\_  
 \*Company Address: \_\_\_\_\_  
 \*Contact Person: \_\_\_\_\_  
 \*Contact No.: \_\_\_\_\_  
 \*PhilGEPS Reg. No.: \_\_\_\_\_

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	Bidder's Specifications (Please fill out the detailed specifications in the space provided)	UNIT COST	TOTAL COST
			<b>SEMI-EXPENDABLE</b>			
			<b>LOT A. ICT EQUIPMENT</b>			
1	3	units	<b>CONTINUOUS DOCUMENT FEEDING SCANNER</b>			
			Scanner Type : Single Sheet, Simplex, Color Scanning with CDF (Continuous Document Feeding)			
			Scanning Modes : Color / Grayscale / Monochrome / Automatic Detection, Image			
			Sensor: CIS (Color Image Sensor) X 1			
			Light Source: 3 color LED (Red / Green / Blue)			
			Optical Resolution : 600 dpi			
			Scanning Speed: 7.5 seconds per page			
			Scanning Range Normal Mode A4, A5, A6, B5, B6, Business card, Post card, Letter, Legal and Custom, Paper			
			Setting: Front-side up Interface (4)			
			USB 2.0 (USB 1.1 Compatible)			
			Power Consumption: Operating: 2.5 W or less			
			Warranty: 1 year			
2	12	units	<b>EXTERNAL HARD DRIVE</b>			
			1TB, Auto backup with included Backup software			
			Password protection with hardware encryption			
			Up to 1TB capacity			
			USB 3.0 port; USB 2.0 compatible			
			Built-in 256-bit AES			
			Hardware Encryption with Security software			
			Warranty: One (1) year			
			<b>LOT B. FURNITURE AND FIXTURE</b>			
1	3	unit	<b>OFFICE CHAIR</b>			
			Material: Mesh, Metal Chrome Base With Armrest Polypropylene (Pp) Plastic			
			Product Dimension: (W) 53 x (D) 58 x (H) 90-100 cm			
			Color: Black			
			Pneumatic Seat, Moves the seat up and down to adapt to various body heights, Tilt Lock, Tilt lock allows the user to lock out the tilt function, Knee Tilt, Mechanism rotates the seat from a point near the front to comfortably recline			
			Warranty: One (1) year			
2	5	units	<b>FILING CABINET VERTICAL</b>			
			Drawer: Four (4) Drawers			
			Material: Steel			
			Dimensions: H133-138 X D62 X W46 cm			
			Locking Mechanism: Centralized Lock and Self Locking Mechanism			
			Color: Light Gray or Beige			
			Warranty: One (1) year			
3	11	units	<b>VISITOR CHAIR</b>			
			Dimensions: W57 x D74 x H95cm			
			Color: Fabric: Black			
			Metal: Chrome			
			Backrest and Seat: 13mm thick plywood with thick foam covered with PU faux leather			
			Armrest: 13mm thick plywood covered with PU faux leather fabric			
			Legs: 20 x 40mm x 1.0mm thick metal tube in chrome plating finish			



			Assembly Required: Yes		
			Warranty: Six (6) months		
			<b>LOT C. OFFICE EQUIPMENT</b>		
1	2	units	<b>TELEVISION ULTRA HD</b>		
			50 Inches Real 4k Resolution		
			Crystal Processor 4k with 4k Upscaling		
			HDR		
			UHD or QLED		
			Adaptive Sound, Q-Symphony		
			Smart-Tv		
			Tap View, SmartThings APP Support		
			3 Side Bezel Less Design		
			Native Refresh Rate (60hz)		
			Wireless Lan Built-in WiFi		
			Display Panel LED		
			Warranty: One (1) year		
			INCLUSIONS:		
			Remote		
			<b>NOTE:</b>		
			> No negative feedback/record of End User to Service Provider within Three (3) Months.		
			> No extension and modification of delivery		
			<b>* NOTHING FOLLOWS *</b>		
				<b>LOT A</b>	<b>86,700.00</b>
				<b>LOT B</b>	<b>132,955.00</b>
				<b>LOT C</b>	<b>87,252.00</b>
			<b>Approved Budget for the Contract: PhP 306,907.00</b>		

Purchase of Semi-Expendable (ICT Equipment, Furniture & Fixtures and Office Equipment) to be used by various offices/programs of DSWD FO III for the 2nd Semester of 2022.

**PURPOSE:**

**PR No.**

2022-06-732, 2022-06-683, 2022-05-606, 2022-03-733 & 2022-06-767

**IMPORTANT:**

The winning bidder **MUST SIGN** the original copy of Purchase Order (P.O) at DSWD-Regional Office III, Procurement Section within 48 hours from its issuance. **FAILURE** to show up and sign the original P.O means that the bidder is not interested and will be a ground for suspension or blacklisting in DSWD's future biddings. Please carefully re-check your bid (i.e. technical specifications and delivery date.) DSWD Field Office III implements a "NO MODIFICATION and NO DELIVERY EXTENSION POLICY". Thank you very much!

JENNIFER C. MORALES

Procurement Officer

Supplier