2023-11-068

RFQ No.



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Regional Office III Government Centre, Maimpis, City of San Fernando (P)

REQUEST FOR QUOTATION

*Company Name:	PR No. 2023-11-082 Mode of Proc: NP-SVP		
*Company Address:	Throwner T		
*Contact Person:	*REQUIRED. To avoid bid disqualification, please fill out all the items accordingly. Indicate "N/A"		
*Contact No.:	if not applicable. Thank you!		
*Email Address:			
*PhilGeps Reg. No.:			

*Title of the Project: PURCHASE OF HEAVY-DUTY COPIER WITH PRINTER AND SCANNER FOR THE USE OF DSWD FO III RECORDS AND ARCHIVES MANAGEMENT SECTION.

Sir/Madam:

Please quote your government price/s including delivery charges, VAT or other applicable t axes, 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.

Pursuant to Appendix "A" of Annex "H" of the 2016 Revised IRR of Republic Act No. 9184, interested bidders MUST submit the following requirements along with their bid.

NP-Small Value Procurement

- Philgeps Registration Number;
- Valid Mayor's Permit;

For methods of procurement requiring Mayor's Permit and Philgeps Registration Number. Updated Certificate of Philgeps Platinum Membership may be submitted in lieu of the said document

Unnotarized Omnibus Sworn Statement (for ABCs above 50k);

If awarded, kindly submit the notarized Omnibus Sworn Statement within 2 days upon receipt of the Notice of Award.

- Latest Income/Business Tax Return (for ABCs 500k and above);
- Evidence of the offered item/s shall be submitted in the form of manufacturer's sales literature or photos with readable brand, and specifications (i.e brochure, websites, clear pictures showing the brand, model, and description), unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. (This is not applicable for Catering Services)
 - a. For Advocacy Materials, bidders must submit EVIDENCE such as but not limited to the following, in order to support its quotation: Clear and actual copies of sample photo(s) of items being offered with measurements and dimensions;
 - Clear and actual copies of sample photo(s) of similar items from previous transactions, contracts or sales;

Website: www.fo3.dswd.gov.ph Tel Nos.: (045) 961-2143

DSWD Field Office III, Government Center, Maimpis, City of San Fernando, Pampanga, 2000 Philippines



c. Whenever applicable, sample digital copy of design with required layout, kind of material and such other relevant specifications being offered.

Failure to attach the required documents will result in the DISQUALIFICATION of your bid.

Please accomplish and <u>submit this form together with Annex A</u> and all the required documents to DSWD FO III - BAC Secretariat either in person or electronically under the following conditions:

ELECTRONIC SUBMISSION	https://tinyurl.com/fo3bacsite in case of difficulty accessing the above link, you may access the alternate link: https://bit.ly/fo3bacsite Select the Menu – "BID SUBMISSION"		
IN PERSON SUBMISSION	BAC Office (in front of Cash Releasing), DSWD Regional Office III, Diosdado Macapagal Government Center, Maimpis, City of San Fernando, Pampanga		
DEADLINE OF SUBMISSION	10:00 AM December 5, 2023		

Quotations submitted to different email address(es) as stated above shall not be considered for evaluation.

Bids submitted must be in pdf format ONLY clearly scanned in a SINGLE FILE including supporting documents

Very truly yours,

RAYMUND VINCENT A. PANLILIO
OIC Admin Division Chief
Concurrent Procurement Section Chief

Terms and Conditions: 1. Award shall be made on per: Item Basis Lot Basis 2. No negative feedback/derogatory record whatsoever and/or delay of (3) months hereof. 3. Quotation validity shall be: Thirty (30) Calendar Day 4. Item shall be delivered within: Fifteen (15) Calendar Day 5. Place of Delivery: DSWD FO III, Maimpis, City of San Fernando, Pan 6. Terms of Payment: Thirty (30) Calendar Days Payment through LDDAP-ADA (List of Due and Demandable Accounts Account Name:	npanga					
Account Number:						
Bank Name:						
Branch:						
*Note; Non-Land Bank of the Philippines accounts shall be cha						
7. Liquidated Damages/Penalty: In case of failure to make full delivery the liquidated damages shall be at least equal to one-tenth of one perceportion for every day of delay. Once the cumulative amount of liquidate the amount of the contract, the Procuring Entity may rescind or terminal courses of action and remedies available under the circumstances.	ent (0.001) of the cost of the unperformed ed damages reaches ten percent (10%) of					
8. For goods, please indicate brand, model and country or origin.						
9. In case of discrepancy between unit cost and total cost, unit cost shall prevail. 10. Please indicate Warranty (If applicable):						
11. Alterations: Any interlineations, erasures or overwriting shall be valid only if they are signed by the supplier or						
any of its duly authorized representative(s).						
12. NOTE: "Prospective supplier must be registered at the Philippine Go (PhilGEPS). You may visit the PhilGEPS website at www.philgeps.gov .	overnment Electronic Procurement System ph and register for free.					
Jan 18						
KEILYN JOY B. CALMA						
RPMU	(Signature over Printed Name) Supplier					

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

			y visit the PhilGEPS website at www.philgeps.gov.ph to register."		RFQ No.	2023-11-006
Comp	any Name	••				
	any Addre	_				
	ct Person	_				
Conta		_				
PhilGE	PS Reg.	No.:				
		_				
ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	Statement of Compliance and Bidder's Specifications (Please fill out the detailed specifications in the space provided and/or write "COMPLY" if able to deliver)	UNIT COST	TOTAL COST
	1	SET	DIGITAL COPIER WITH NETWORK PRINTING AND COLOR SCANNING			
			Monochrome Multifunctional for A4 Format			
			Minimum of Copy and Print Speed of 40 copies per minute, A4			_
			Resolution: Up to 1200dpi			
			Original size ID from A6 to Legal			
			Minimum of Standard Memory Capacity is 512MB			
			Power Source: 220V-240V, ~, 60Hz			
			USB Memory Printing and Scanning			
			Network Capable			
			With free set-up and tutorial for Records and Management Section			
			With minimum of one (1) year warranty			
			* NOTHING FOLLOWS *			
			Approved Budget for the Contract: PhP 96,066.67			
		Planes de	onot leave any blank items.			
		riease ut	TOTAL OFFERED QUOTATION / BID			
		In FIGURES:		1		
				PHP		
PURPO	SE:	PURCHAS	E OF HEAVY DUTY COPIER WITH PRINTER AND SCANNER FOR TH	IE USE OF DSWD FO III RECORD	S AND ARCHIVES MAN	AGEMENT SECTION.
PR No.		2023-11-0				
			ing bidder MUST SIGN the original copy of Purchase Order (P.O) at	DSWD-Regional Office III, Procur	ement Section within 4	8 hours from its
IMPORT	TANT:	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 for					
	biddings. Please carefully re-check your bid (i.e. price, technical specifications and delivery date.) DSWD Field Office III implements a "NO MODIFICATION and NO					
	DELIVERY EXTENSION POLICY"					
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		RAYMU	OIC - Admin Division Chief		Su	pplier
		Concum	nt Procurement Section Chief			