DSWD
Department of Social Welfare and Development
BAGONG PILIPINAS
Field Office 3 – Central Luzon

CPM NO. PS-2025-0062
Printing Services

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Regional Office III
Government Centre, Maimpis, City of San Fernando (P)

REQUEST FOR QUOTATION

RFQ No.	**RFQ-2025-08-0062**
PR No.	**2025-07-112**
Mode of Procurement	**Small Value Procurement**

***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: RENTAL OF PRINTERS FOR CRISIS INTERVENTION SECTION AND VARIOUS OFFICES CY 2025**

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 a basis for non – compliance.

Pursuant to Section 34 of the Republic Act No. 12009,, otherwise known as the "New Government Procurement Act," interested bidders **MUST** submit the following requirements along with their bid.

Small Value Procurement

Legal and Technical Requirements

- Philgeps Registration Number (Red Membership) **or** Philgeps **Platinum** Certificate;
- Valid Mayor's Permit;

  For methods of procurement requiring **Mayor's Permit and Philgeps Registration Number. Philgeps Platinum Membership with updated Annex 'A'** may be submitted in lieu of the said documents.

- Notarized Special Power of Attorney (SPA) / Secretary Certificate for Authorized Representative;
- Latest Income/Business Tax Return **(for ABCs 500k and above);**
- Unnotarized Omnibus Sworn Statement **(for ABCs above 50k);**

  If awarded, kindly submit the notarized **Omnibus Sworn Statement** within 1 day upon receipt of the Notice of Award to the BAC Secretariat.

Additional Requirements

- If applicable, evidence supporting the specifications and compliance of the offered item/s must be submitted as part of your bid. Acceptable forms of evidence include, but are not limited to:

  ✔ Manufacturer's sales literature or brochures;
  ✔ Clear photos showing the brand, model, and specifications;
  ✔ Website links with readable brand and detailed specifications;

DSWD Field Office III, Government Center, Maimpis, City of San Fernando, Pampanga, 2000 Philippines
Website: www.fo3.dswd.gov.ph Tel Nos.: (045) 961-2143

- ✔ Unconditional statements of specification and compliance issued by the manufacturer; and/or
- ✔ Samples or independent test data, as appropriate

- For Advocacy Materials, bidders must submit **EVIDENCE** such as but not limited to the following, in order to support its quotation:

  a. Clear and actual copies of sample photo(s) of items being offered with measurements and dimensions;
  b. Clear and actual copies of sample photo(s) of similar items from previous transactions, contracts or sales;
  c. Whenever applicable, sample digital copy of design with required layout, kind of material and such other relevant specifications being offered.

- If awarded, kindly submit the **BIR Registration Certificate** within 1 day upon receipt of the Notice of Award to the BAC Secretariat.
- If applicable, Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

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

Please accomplish and submit this form together with Annex A and all the required documents to DSWD FO III - BAC Secretariat electronically under the following condition:

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"**
DEADLINE OF SUBMISSION	August 25, 2025 | 11:00 AM

INSTRUCTIONS TO BIDDERS

1. Accomplish this RFQ and Annex A correct and accurately.
2. Do not alter the contents of this form in any way.
3. All technical specifications are mandatory. Failure to comply with the given instructions for eligibility requirements will disqualify your quotation.
4. Do not submit to any official email addresses of the Procurement Section and Bids Awards Committee.
5. Bids must be in a **SINGLE FILE** and in **PDF FORMAT ONLY**

Very truly yours,

ADRIAN D. MORALES
Procurement Section Chief

Terms and Conditions:
1. Award shall be made on per: ☐ Item Basis ■ Lot Basis
2. No negative feedback/record and or delay of delivery of Service Provider within Three (3) months.
3. Quotation validity shall be: Sixty (60) Calendar Days
4. Goods/Activity shall be delivered/conducted within/on: September 1, 2025
5. Place of Delivery/Activity: DSWD FIELD OFFICE III, Maimpis City of San Fernando, Pampanga
6. Terms of Payment: within Thirty (30) calendar days after Submission of monthly Billing statement

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 to be shouldered by Service Provider.

Payment through inter-bank transactions may take a minimum of two (2) to three (3) weeks to be credited. Service providers are highly encouraged to open a Land Bank account to facilitate faster and more efficient crediting of claims.

7. 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.
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 suppliers must be registered at the Philippine Government Electronic Procurement System (PhilGEPS). You may visit the PhilGEPS website at www.philgeps.gov.ph and register for free.

BIANCA C. SOLITA
PRMU Head

_____
(Signature over Printed Name)
Supplier

/STEPHANIE

Procurement Form No. 04-A "ANNEX A"

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

NOTE: "Prospective supplier must be registed at the Philippine Government Electronic Procurement System (PhilGEPS). You may visit the PhilGEPS website at www.philgeps.gov.ph to register."

RFQ NO. 2025-08-0062
Date: _____

*Company Name: _____
*Company Address: _____
*Contact Person: _____
*PhilGEPS Reg. No.: _____

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	Statement of Compliance and Bidder's Specifications (Please indicate the word "COMPLY" in this whole column as your statement of compliance. For goods, please include the detailed specifications in another sheet of paper or in the proof of evidence.)	UNIT COST	TOTAL COST
		LOT	**RENTAL OF PRINTERS FOR CRISIS INTERVENTION SECTION (CIS) AND VARIOUS OFFICES**			
	74	UNITS	Printer Printer Type: Print or Better Print Speed: 9.0ipm (Black) and 4.8 ipm (color) or better Ultra-High Page Yield: 4500 pages (Black) and 5000 pages (cooler) or better Paper Hold Capacity: input Capacity up to 50 sheets Plain paper or better Paper size: A4, Letter,Legal, or Better Package: Unlimited Print with free use of Brand-new printer with Unlimited supply of Black and Colored ink			
	5	UNITS	A3 Printer Printer Type: Print Print Speed (Black/color): Up to 15ipm / 8.0ipm Ultra-High Page Yield: 4500 pages (Black) and 5000 pages (color) or better Paper Hold Capacity: Input Capacity up to 100 sheets Plain paper or better Paper Size: A4,Letter,Legal,A3 or better Package: Unlimited Print with free use of Brand-new A3 printer with Unlimited supply of Black and Colored ink			
			SCOPE OF SERVICES			
			The project covers the installation and delivery of rented printers for the DSWD FO 03 and Various Offices. It involves the following. 1. Provide the DSWD FO 03 unlimited print with the use of 74 units brand new Printers and 5 units of A3 size printers with the unlimited supply of black and colored ink, included in the contract period of September to December. 2. Free Delivery, Installation and provide key operator training personnel to operate the printer machines 3. Provide for the duration of the contract the printer as specified. All provided printers are brand new and shall have OEM (Original Equipment Manufacturer) Ink Tank System and not converted. The provider solely owns the printer for the duration of the contract and will be turned over to them accordingly thereafter. 4. Provide preventive maintenance once a month and repair, including replacement of parts and accessories except the copy paper of the printing machine. 5. Provide capacity building to ICTMS personnel as first level of technical support in the troubleshooting of printers 6. Provide Printer unit replacement or back up in case the units are no longer serviceable within 24 hours upon receipt of request.		
			PROJECT DURATION AND PERIOD OF ENGAGEMENT			
			The Department of Social Welfare and Development Field Office 03 (DSWD FO 03) will rent printers for four months, from September to December 2025.These printerswill be utilized by various Offices, Divisions, Sections, and Units within DSWD FO 03. All rented printers for the Regional Office will be delivered to the Government Center,Maimpis, City of San Fernando, Pampanga. The delivery of printers for the Social Welfare and Development (SWAD) Offices to their respective sites will be handled by DSWD FO 03. • Sitio Hiwalayan, Barangay Bacong, San Luis Aurora (Beside DEPED) • One Bataan Command Center Brgy Dona, Orani, Bataan • Dream Lites Commercial Building Paseo Del Congreso Corner Guareno St., Brgy. Liang, City of Malolos, Bulacan • PSWD Building, Mabini Extension, Cabanatuan City • Department of Agriculture Compound Grounds, Department of Agriculture Building 347 Sta Lucia Santo Nifio Viejo Rd. (Capitol Compound), San Fernando, Pampanga • A&R Bldg. Zamora St., San Roque Tarlac City. Landmark infront of Capitol Gardens • SWAD Zambales. 6th Floor, SM City Olongapo Downtown, Magsaysay Drive, cor Gordon Ave., Olongapo City, Zambales			
			QUALIFICATION OF THE SERVICE PROVIDER			
			1. The service provider must be in the managed printing industry for at least 3 years. 2. The service provider must have a registered office address within Central Luzon or NCR to render the service of DSWD FO 03			
			INSTITUTIONAL ARRANGEMENTS			

			a. The service Provider a) The service provider representatives shall coordinate with the DSWD FO 03, through the assigned project focal, within the duration of the project; b) Authorized ICTMS personnel as first level of technical support in troubleshooting of printers b. The DSWD FO 03 a) Provide proper location of printer installation b) Manner of Payment: Service shall be commenced upon completion of deployment. The DSWD FO 03 shall be billed for the services rendered by the provider every 5 th day of the succeeding month. c) Duration: The agreement shall be effective upon signing and/or execution of the contract and shall have a term until December 31, 2025 subject for extension at the same terms and conditions for a limited period of time at the option of the DSWD FO 03. Inspection and Testing shall be conducted at the delivery site.			
			Nothing Follows			
			Approved Budget for the Contract: PHP 998,665.68			

TOTAL OFFERED QUOTATION / BID

In WORDS: _____

_____

_____

_____

In FIGURES:

PHP_____

PURPOSE:	**RENTAL OF PRINTERS FOR CRISIS INTERVENTION SECTION AND VARIOUS OFFICES CY 2025**
PR No. :	**2025-07-112**
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. price, technical specifications and delivery date.) DSWD Field Office III implements a "NO MODIFICATION and NO DELIVERY EXTENSION POLICY"

ADRIAN D. MORALES

PROCUREMENT SECTION CHIEF

_____

(Signature over Printed Name)
SUPPLIER