

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Annex A

Note: Prospective supplier must be registered at the Philippine Government Electronic Procurement

RFQ No. 2024-04-0517 NP-SVP

System (PhilGEPS). You may visit the PhilGEPS website at www.philgeps.gov.ph and register for free."

Date: 29-Apr-24

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

Item No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications (Please fill out the detailed specifications in the space provided)	Unit Cost	Total Cost
1	3	unit	LAPTOP 16GB RAM			
			512GB SSD			
			Monitor 15.6" FHD			
			Windows 11			
			3 years warranty			
2	5	unit	PRINTER			
			Print, Scan, Copy, Fax with ADF			
3	5	set	INKS for PRINTER (additional)			
			compatible with above printer			
			Black, Cyan, Magenta, Yellow			
4	1	unit	DESKTOP COMPUTER SET- Mid-range			
			Latest gen processor; at least 3.2GHz base frequency; at least 12MB cache; at least 6 cores and 12 threads			
			16GB DDR4 RAM, upgradable			
			512GB SSD			
			at least 21.5" LED Monitor			
			4GB Dedicated Graphics			
			Gigabit Ethernet 10/100/1000 Wireless LAN 802.11 AC + Bluetooth 5.0			
			with USB Optical Mouse and standard full-sized Keyboard with numeric keypad			
			3 years warranty on parts and labor			
			Windows 10/11 Professional 64 bit			
5	1	unit	UNINTERRUPTIBLE POWER SUPPLY (UPS)			
			1000 VA			
			<i>*Please see attached Terms of Reference</i>			
			***** Nothing Follows*****			
			Approved Budget for the Contract			
			(ABC): PhP 290,000.00			

PURPOSE: AD- ADMIN DIVISION OFFICE SUPPLIES 2024 (ICT EQUIPMENT) (AD-2024-03-068)

PR No. 2024-04-0517

IMPORTANT: The winning bidder MUST SIGN the original copy of Purchase Order (P.O) upon receipt of the P.O. FAILURE to 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.

ARNEL V. RADAZA
 Procurement Officer

 Signature over Printed Name
 Supplier

Company Name: _____
 Company Address: _____
 Contact Person: _____
 Contact No. : _____
 Philgeps Reg. No. : _____
 Company TIN: _____

RFQ No.: 2024-04-0517 NP-SVP
 Date: 29-Apr-24

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 in **Annex A** please attach in your quotation a duly notarized certification to this effect.

As a condition for award, you will be required to submit the following documentary requirements:

- * Accomplished Quotation (for goods or infra)/Proposal (for consulting)
- * Mayor's Permit
- * PhilGEPS Registration No.
- * PCAB license (for infra)
- * Income/Bussines Tax Returns for Contract with an ABC amounting above Php. 500k
- *Notarized Omnibus Sworn Statement for contracts with an ABC amounting to above Php. 50,000.00

Note:Submission of PhilGEPS Platinum Certificate of Registration and Membership is acceptable in lieu of the Mayor's Permit and PhilGEPS Reg. No.

Please accomplish and submit this form together with Annex A and all the required documents to DSWD – Procurement Unit, DSWD Field Office 10, Masterson Avenue, Upper Carmen, Cagayan de Oro City or email it to procurement.dswd.fo10@gmail.com not later than **5:00 PM** of **MAY 3, 2024**. Quotations submitted to different email address as stated above shall not be considered for evaluation.

Very Truly Yours,

ARNEL V. RADAZA
 DSWD 10 Procurement Officer

Terms and Conditions:

1. Award shall be made on per: Item Basis Total Quoted Price Lot Basis
 2. Quotation validity shall be 6 Months
 3. Goods/Services shall be delivered/conducted 15-30 calendar days after receipt of approved PO
 4. Place of Delivery: DSWD Field Office 10
 5. Terms of Payment: 15-30 days after final inspection
 Payment through **LDDAP-ADA (List of Due and Demandable Accounts Payable-Advice to Debit Account)**.
Account Name: _____ **Account Number:** _____
Bank Name _____

*Note: Non Land Bank of the Philippines accounts shall be charged a service fee.

6. 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. Once the cumulative amount of liquidated damages reaches ten (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.*
7. For goods, please indicate brand, model and country of origin.
8. In case of discrepancy between unit cost and total cost, unit cost shall prevail.
9. Please indicate Warranty _____
10. In case of a tie, the contract shall be awarded to the supplier or service provider who first submitted its quotation.
11. 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 and register for free."

ARNEL V. RADAZA
 Procurement Officer

 Signature over Printed Name
 Supplier

Republic of the Philippines
Department of Social Welfare and Development
Field Office No. 10
Cagayan de Oro City

PROOF OF RECEIPT

Quotation No: 2024-04-0517
Items: LAPTOP 16GB RAM, PRINTER, etc.
Purpose: AD- ADMIN DIVISION OFFICE SUPPLIES 2024 (ICT EQUIPMENT) (AD-2024-03-068)

Company Name	Representative	Position / Designation	Date	Signature

Canvasser