

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

"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."

RFQ No.: 24-0115-NP-SVP
Date: 2024-11-20

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 |
|----------|-----|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|-----------|------------|
| | | | SUPPLY AND DELIVERY OF: | | | |
| | 17 | Unit | Laptop PROCESSOR:>= 1.9 GHz, up to 4.0 GHz, 8 Cores, 8MB Smart Cache OS Version: PROFESSIONAL MEMORY:>= 16 Gb DDR4 STORAGE:>= 512GB SSD NVMe GRAPHICS: Integrated or Dedicated DISPLAY:>= 14" IPS LCD FULL HD (1920X1080) CONNECTIVITY: USB ports, HDMI port, LAN ports, WIFI built-in WEBCAM:>= 720p built-in SPEAKER: Built-in stereo speakers CASE: BAG included WARRANTY:>=3 YEARS Proposed brand should be Energy Star Compliant Manufacturers offered model should be available in the Market and should not be custom-made or made to order just to comply with the specification | | | |
| | 9 | UNIT | PRINTER Type: Inkjet Printer(Print,Scan,Copy) Speed: up to 17 ipm Mono,16.5 ipm colored Paper Size: A4,letter,Legal,Folio Paper Capacity: Up to 150 sheets of 80 gsm plain paper Print Resolutionj: up to 1200 x 2400 dpi ADF:>= up to 20 sheets of gsm plain paper 2-Sided Printing: Yes Connectivity: USB,WIFI,FAX,,Airprint,Mopria,LAN Scanner Glass Resolution: up to 1200 x 2400 dpi Display:>= 1 line Memory Capacity:>=128 mb Supported OS: Windows and MAC OS Warranty: 1 Year | | | |
| | | | ***** NOTHING FOLLOWS ***** | | | |
| | | | <i>Note: -</i> | | | |
| | | | Approved Budget for the Contract | | | |
| | | | (ABC): PhP 995,000.00 | | | |

PURPOSE: Procurement of Semi Expandable for IT and Office Equipment

PR No. 2024-11-0115

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 ground for suspension or blacklisting in DSWD's future biddings.

ARNEL V. RADAZA
Procurement Officer



Supplier
Signature over Printed Name

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

RFQ No. 24-0115-NP-SVP
 Date: 2024-11-20

Sir/Madame

Please quote your government price/s including delivery charges, VAT or 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 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 Quotations (for goods or infra)/ Proposal (for consulting)
- * Mayor's Permit
- * PhilGEPS Registration No.
- * PCAB License (for infra)
- * Income/Business Tax Return 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 bac.fo10@dswd.gov.ph not later than _____. Quotations submitted to different email address as stated above shall not be considered for evaluation.

Stamp on NOV 25 2024

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 within: 15-30 CD after date of receipt of PO
4. Place of Delivery: Field Office 10
5. Terms of Payment: 15-30 CD after date of 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 Damage/Penalty: *In case of failure to make full delivery within the time specified above, the amount of Liquidated damages shall be at least equal to one-tenth of one percent (0.01) 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 Philippines Government Electronic Procurement System (PhulGEPS). You may visit the PhilGEPS website at www.philgeps.gov.ph and register for free".

ARNEL V. RADAZA
 Procurement Officer

 Supplier
 Signature over Printed Name

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

PROOF OF RECEIPT

Quotation No: 24-0115-NP-SVP

Items:

Purpose: Procurement of Semi Expandable for IT and Office Equipment

| Company Name | Representative | Position/ Designation | Date | Signature |
|---------------------|-----------------------|------------------------------|-------------|------------------|
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Canvasser