

REQUEST FOR QUOTATION (RFQ)

PR/PP No.: 2022-11-702 RFQ No.: 2022-11-894
End-user: RICTMS Date: NOV 29 2022
Name of Project: ABC: P997,500.00

PURCHASE AND DELIVERY OF TONERS WITH FREE USE OF
HEAVY-DUTY PRINTERS

Mode of Procurement: SMALL VALUE PROCUREMENT

Sir/Madam:

Please quote your lowest price on the item/s described below inclusive of taxes duly signed by you or your authorized representative, subject to the Terms and Condition provided in this RFQ and submit personally to the Office of the Procurement Section, 40 North Drive, Baguio City or through email at bacsec.car@dswd.gov.ph on or before **DEC 05 2022 12:00NN.**

ENRIQUE H. GASCON JR.
BAC Chairperson

TERMS AND CONDITIONS:

- Quotations in excess of the ABC will be REJECTED.
- For total quoted price, quotations with a dash or zero shall be deemed free of charge.
- All entries must be typewritten/printed/longhand. Any erasure in the quotation must be countersigned by the bidder/representative, otherwise quotation will be rejected.
- The Procuring Entity may give due preference to goods being offered with green component.
- If necessary, the BAC through the TWG, may require an ocular inspection of the venue/place of business/goods being offered.
- Delivery of Goods / Services is as indicated in the next page.
- Price validity shall be for a period of 120 calendar days from RFQ Opening of the BAC until confirmation of Purchase Order by the winning supplier.
- The following documents shall be attached upon submission of quotation, otherwise your quotation will not be accepted, please disregard if already submitted:
 - PhilGEPS Platinum Membership (if not available, Please submit the following items a and b)
 - Updated Mayor's / Business Permit
 - PhilGEPS Registration Certificate or PhilGEPS Registration Number to be indicated in space below (except for Negotiated Procurement - Emergency Cases, Sec. 53.2, RA 9184 IRR)
 - Income/Business Tax Return (for Small Value Procurement, Direct Contracting above P500K, Emergency Cases above P500K, and Lease of Real Property/Venue).
 - Official Receipt issued by BIR(a mere picture of the receipt can suffice)
- Where there is discrepancy between: (a) total price per item and unit price for the item as extended or multiplied by the quantity of that item, the unit price shall prevail; (b) stated total price and the actual sum of prices of component items, the lower shall prevail; (c) unit cost in the detailed estimate and unit cost in the bill of quantities, the lower shall prevail.
- Suppliers/Contractors who refuse to accept correction of price offer after Bid Evaluation may be disqualified.
- Award of Contract shall be made to the Lowest Calculated Responsive Quotation (LCRQ) that complies to the technical specifications and the terms and conditions stated herein.
- The BAC shall require the bidder with Lowest Calculated Responsive Quotation (LCRQ) to submit the Omnibus Sworn Statement prior to issuance of Award / Purchase Order with ABC amounting to P500,000.00 for Emergency Cases and P50,000.00 above for Small Value Procurement .
- If the Supplier fails to deliver the required goods /services as specified in the Award / Purchase Order, the Procuring Entity may disqualify bidder from participating future procurement activities to be conducted by DSWD-CAR.
- Liquidated damages equivalent to one tenth of one percent (0.001) of the value of the goods not delivered within the prescribed delivery period may be imposed per day of delay. The Procuring Entity (PE) may rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
- Further information may be obtained from the Procurement Section with telephone number (074) 661-0430 local 25025 or email address bacsec.car@dswd.gov.ph.

Republic of the Philippines
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Cordillera Administrative Region
40 North Drive, Baguio City

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LOT NO.	DETAILED DESCRIPTION	QTY	UNIT	BRAND OFFERED	UNIT PRICE	TOTAL
1	PURCHASE AND DELIVERY OF TONERS WITH FREE USE OF HEAVY-DUTY PRINTERS					
	BLACK,500g	39	pc			
	CYAN,500g	19	pc			
	MAGENTA,500g	14	pc			
	YELLOW,500g	12	pc			
	OTHER REQUIREMENTS	COMPLIANCE		REMARKS		
		Can Comply	Cannot Comply			
	a. Willing to provide at least nineteen (19) colored multi-function heavy duty printers: <ul style="list-style-type: none"> • Machine Memory – at least 2 GB . • Hard Drive – at least 250 GB . • Automatic duplex print, scan and copy • Can print at least 28 page and copy per minute • Can produce at least 6,000 page per toner (cyan, magenta, yellow, black) • With at least 60,000 monthly duty/volume cycle • Capable of USB and Ethernet/LAN Connectivity, network printing and color scanning • Maximum paper output size – A3 wide • Large capacity feeder • With automatic document feeder • Role-based access 	[]	[]			
	b. Delivery, installation and set-up of all equipment to the indicated sites (Field Office and extension offices, SWAD Offices and Centers shall be completed within ten (10) calendar days upon receipt of the Notice to Proceed	[]	[]			
	c. Relocation and/or transfer of machines shall be facilitated by the service provider at no additional charges	[]	[]			
	d. Repair, spare parts replacement, maintenance and other consumables of the machines caused by depletion shall be the responsibility of the service provider throughout the duration of the contract	[]	[]			
	e. On-site technical support for the main, extension and center offices should be within 24 hours	[]	[]			
	f. Training on machine management and administration should be facilitated by the service provider to all staff of the installation sites	[]	[]			
	g. Printer machines that reached the maximum duty/volume-cycle shall be replaced immediately	[]	[]			
	h. Printers with recurring repair issues in a month shall be replaced with new printer in good running condition	[]	[]			
	i. Contract shall be until December 31, 2022 or until full utilization of the delivered toners. In case the toners are still available, the contract shall be automatically extended the following year until the full consumption of toners.	[]	[]			
	j. Payment Term: One-time payment upon complete delivery	[]	[]			
	Delivery place at DSWD FO CAR, #40 NORTH Drive, Baguio City.If the last day of delivery falls on Saturday/Sunday/holiday, the delivery of goods can be moved to the next working day.	[]	[]			
	8. Service Provider must have an Active Landbank Account for Payment Purposes. For other banks, service charge will be deducted upon payment on the account.	[]	[]			
PAYMENT SHALL BE MADE THRU LANDBANK OF THE PHILIPPINES						
TOTAL PRICE						

• Award shall be made per: Lot basis Total Quoted Price

Note: NO GIFT ALLOWED . Pursuant to RA 6713, otherwise known as the Code of Conduct and Ethical Standards for Public Officials and

Sir:

After having carefully read and accepted your terms and conditions, I / We submit our bid on the item/s quoted above.

Signature of supplier/representative
over printed name:

Name of Firm/Dealer/Contractor:

(This will be the name of the CHEQUE to be issued)

Name and Signature of Canvasser

Address:
Email Address:

Contact Number/s:

hilGEPS Registration Number: