

REQUEST FOR QUOTATION (RFQ)

PR/PP No.: 2025-10-1052

End-user: ICTS

Name of Project:

RFQ No.: 2025-11-916

Date: NOV 17 2025

ABC: ₱74,645.08

PURCHASE AND DELIVERY OF SEMI-EXPENDABLE ICT EQUIPMENT FOR DSWD-CAR FOR FY 2025

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](mailto:bacsec.car@dswd.gov.ph) on or before NOV 21 2025 12:00NN.

ENRIQUE H. GASCON, JR.

BAC Chairperson

TERMS AND CONDITIONS:

1. Quotations in excess of the ABC will be **REJECTED**.
2. For unit price/s, quotations with a **dash or zero shall be deemed free of charge**.
3. All entries must be typewritten/printed/longhand. **Any erasure in the quotation must be countersigned by the bidder/representative**, otherwise quotation will be rejected.
4. The Procuring Entity **may give due preference to goods being offered with green component**.
5. Payment term is charged on account.
6. If necessary, the BAC through the TWG, may require an ocular inspection of the venue/place of business/goods being offered.
7. Delivery of Goods / Services is **as indicated** in the next page.
8. 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**.
9. The following documents shall be attached upon submission of quotation, otherwise your quotation will not be accepted, please disregard if already submitted:
  - a. **Updated Mayor's / Business Permit**
  - b. **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)**
    - o **Income/Business Tax Return (for Small Value Procurement, Direct Contracting above P500K, Emergency Cases above P500K, and Lease of Real Property/Venue).**
    - o **Official Receipt or Invoice (as applicable) issued by BIR (a mere picture of the receipt can suffice)**
10. 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.
11. Suppliers/Contractors who **refuse to accept correction of price offer after Bid Evaluation may be disqualified**.
12. 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.
13. 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.
14. Upon **approval of the Purchase Order (PO)**, the Procurement Section may send or forward the **approved PO for confirmation** to the winning bidder. The **approved PO shall be confirmed within three (3) calendar days** upon sending the approved PO to the **winning bidder's officially registered email address or upon notification of the winning bidder that the approved Purchase Order is available for confirmation**. Failure to submit the confirmed PO within the 3-day period may cause the automatic cancellation of the PO.
15. 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**.
16. **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.
17. Further information may be obtained from the Procurement Section with telephone number **(074) 661-0430 local 25123**; mobile number **0969-572-9176** or email address [bacsec.car@dswd.gov.ph](mailto:bacsec.car@dswd.gov.ph).

**REQUEST FOR QUOTATION (RFQ)**

ITEM NO.	DETAILED DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
	<b>PURCHASE AND DELIVERY OF SEMI-EXPENDABLE ICT EQUIPMENT FOR DSWD-CAR FOR FY 2025</b>				
1	<p><b><u>Printer, all-in-one tank</u></b></p> <p><b>Printer Type:</b>                      - Print, Scan, Copy with Automatic Document Feeder (ADF)                      - High Page Yield                      - at least Colour LCD Screen</p> <p><b>Maximum Resolution:</b> 4800 x 1200 dpi  <b>Print Speed:</b> up to 17.0 ipm / 9.5 ipm (A4 Simplex Black Colour)  <b>Copy: Reduction / Enlargement:</b> 25% - 400%  <b>Maximum Copy:</b> 99 Copies  <b>Scan Speed:</b> Flatbed/ADF: 200 dpi =&gt; 9 sec(Black)) / =&gt;21sec (Colour)  <b>Paper Tray:</b> at least 1  <b>Maximum Paper Size:</b> At least Letter, A4, B5, A5, B6, 8.5 X 13", 5X7", 4X6", Legal (8.5x14")  <b>Connectivity:</b> At least USB, Wireless IEEE 802.11 b/g/n. WIFI Direct and Ethernet  <b>Warranty 2 years</b></p>	1	piece		
2	<p><b><u>Portable scanner</u></b></p> <p><b>Optical Resolution:</b> at least 600 x 600 dpi  <b>Output Resolution:</b> at least 50 - 1,200 dpi (in 1 dpi increments)  <b>Scanner Bit Depth (Colour):</b> at least 48-bit input, 24-bit output  <b>Scanner Bit Depth (Grayscale):</b> at least 16-bit input, 8-bit output  <b>Scanner Bit Depth (Black &amp; White):</b> at least 16-bit input, 1-bit output  <b>Min Document Size:</b> at least 50.8 x 50.8 mm  <b>Max Document Size:</b> at least 216 x 1,828.8 mm  <b>Supported Paper Weight:</b> at least 35 - 270 g/m2  <b>Interface:</b> Atleast USB 2.0 and WiFi</p>	1	piece		
3	<p><b><u>Scanner</u></b></p> <ul style="list-style-type: none"> <li>- Sheet-fed</li> <li>- Atleast one-pass duplex color scanner</li> <li>- Fixed carriage or better</li> <li>- Atleast 600x600 dpi optical resolution</li> <li>- Atleast 215.9x3,048 mm maximum document size</li> <li>- Capable of 50 to 209 gsm paper weight</li> <li>- Atleast 3,000 ppd duty cycle</li> <li>- Atleast 26 ppm speed</li> </ul>	1	piece		
4	<p><b><u>Wireless HDMI Extender</u></b></p> <p><b>Range:</b> Atleast 50m  <b>Transmitter:</b> Atleast 1 x HDMI and Power (USB Type C)  <b>Receiver:</b> With atleast 2 ports ( VGA / HDMI / DisplayPort) (e.g. 1 x VGA and 1 x HDMI) and 3.5mm Jack  <b>Display Modes:</b> Mirror or Extend  <b>Resolution:</b> Atleast 1080p  <b>Power:</b> Type C</p>	1	piece		
				<b>TOTAL</b>	

	OTHER REQUIREMENTS	COMPLIANCE		REMARKS
		Can Comply	Cannot Comply	
	Delivery of Goods is within <b>ten (10) calendar days after receipt of Purchase Order</b> . Delivery place is at <b>DSWD FO CAR, #40 NORTH Drive, Baguio City</b> . If the last day of delivery falls on Saturday/Sunday/Holiday, the delivery of goods can be moved to the next working day.	[ ]	[ ]	
	Service Provider must have Active Landbank Account for Payment Purposes. For other banks, service charge will be deducted upon payment on the account.	[ ]	[ ]	
<b>PAYMENT SHALL BE MADE THRU LANDBANK OF THE PHILIPPINES</b>				

• 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 Employees. The DSWD reserves the right to reject any or all offers at no costs, waive any therein and accept the offer most advantageous to the government.

Sir:

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

**Name of Firm/Dealer/Contractor:** \_\_\_\_\_

**Office Address:** \_\_\_\_\_

**Owner's/Proprietor/President's Name and Signature:** \_\_\_\_\_

**Contact Number/s:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**For Authorized Representative, kindly indicate the following:** \_\_\_\_\_

**Name and Signature:** \_\_\_\_\_

**Contact Number/s:** \_\_\_\_\_

**PhilGEPS Registration Number:** \_\_\_\_\_

\_\_\_\_\_  
Name and Signature of Canvasser

