

REQUEST FOR QUOTATION (RFQ)

PR/PP No.: 2021-03-114/ 2021-01-028
End-user: DRMD/SOCPEN
Name of Project:

RFQ No.: 2021-03-277
Date: MAR 26 2021
ABC: ₱783,750.00

PURCHASE OF TONER SUPPLIES WITH FREE USE OF
COLORED MULTI-FUNCTION PRINTER

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 MAR 30 2021 12:00NN.

ENRIQUE H. GASCON JR.
OIC-ARDA/BAC Chairperson

TERMS AND CONDITIONS:

1. Quotations in excess of the ABC will be **REJECTED**.
2. For total quoted price, 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. If necessary, the BAC through the TWG, may require an ocular inspection of the venue/place of business/goods being offered.
6. Delivery of Goods / Services is **as indicated** in the next page.
7. 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**.
8. The following documents shall be attached upon submission of quotation, otherwise your quotation will not be accepted,
 - 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)**
 - c. **Income/Business Tax Return (for Small Value Procurement, Direct Contracting above P500K, Emergency Cases above P500K, and Lease of Real Property/Venue).**
9. 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.
10. Suppliers/Contractors who **refuse to accept correction of price offer after Bid Evaluation shall be disqualified**.
11. 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.
12. The BAC shall require the bidder with Lowest Calculated Responsive Quotation (LCRQ) to submit the following document prior to issuance of Award / Purchase Order with ABC amounting to P50,000.00 and above.
 - a. **Omnibus Sworn Statement (only for Negotiated Procurement - Emergency Cases, Sec. 53.2 and Small Value Procurement Sec. 53.9)**
13. 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**.
14. **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.
15. 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.

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LOT NO.	DETAILED DESCRIPTION	QTY	UNIT	BRAND OFFERED	UNIT PRICE	TOTAL
1	PURCHASE OF TONER SUPPLIES WITH FREE USE OF COLORED MULTI-FUNCTION PRINTER					
	Purchase of toners: Black - 42 packs, Magenta - 24 packs, Yellow - 24 packs, Cyan - 24 packs with provision of ≥ 6 Colored Multifunction printers that are heavy-duty and fully functional. Each toner packs must weigh ≥500grams and cost ≤ Php6,875.00.	1	lot			
TOTAL PRICE						
OTHER REQUIREMENTS		COMPLIANCE		REMARKS		
		Can Comply	Cannot Comply			
Colored Multifunction Printers' Technical Specifications : <ul style="list-style-type: none"> • ≥28 page print and copy per minute • Machine Memory, ≥2GB • Hard Drive ≥250GB • automatic duplex print, scan, and copy • ≥6,000 page yield per toner (Cyan, Magenta, Yellow, Black) • ≥60,000 monthly duty/volume cycle • Supports USB and Ethernet/LAN connectivity • Maximum paper output size, A3 wide • Capable of USB, network printing and color scanning • Large capacity feeder • With automatic document feeder • Role-based access 						
<ul style="list-style-type: none"> • Delivery, installation and setup of all equipment to the indicated sites shall be completed within 10 working days upon receipt of Notice of Award • Relocation and/or transfer of machines, shall be facilitated by the service provider at no additional charges • Repair, spare parts replacement, maintenance and other consumables of the machines that are caused by depletion shall be the responsibility of the service provider from the date of delivery until December 2021. • Onsite technical support for the Main, Extension, and Centers Offices should be within 24 hours for the SWAD Offices • Training on machine management and administration should be facilitated by the service provider to all staffs at the installation sites. 						
Delivery of Services is within 10 working days upon receipt of Purchase Order.						
Delivery Place: DSWD-CAR, 40 North Drive, Baguio City						

• Award shall be made per: Lot basis Item basis

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.

Signature of supplier/representative over

printed name: _____

Name of Firm/Dealer/Contractor: _____

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

Address: _____

Email Address: _____

Contact Number/s: _____

PhilGEPS Registration Number: _____

 Name and Signature of Canvasser

