

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Field Office 02, Carig, Tuguegarao City

REQUEST FOR QUOTATION
Negotiated Procurement after Two Failed Biddings

Supply and Delivery of Computer Inks and Consumables, 1 Lot, for use of DSWD Field Office 02, Satellite Offices and Centers and Institutions Staffs for the Second Semester CY 2021

RFQ No.: 21-10-0833

Date: October 30, 2021

Company Name: _____
Company Address: _____
Contact Person: _____
Contact No: _____

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 a 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.

May we also invite you to our **Negotiated conference on November 5, 2021 – 2:00 P.M DSWD FO 02, Tuguegarao City Cagayan** prospective bidders may participate through video conferencing in a link which will be given on November 5, 2021.

Please submit fully accomplished Annex A (Request for Price Quotation) on a sealed envelope together with the following on or before **November 17, 2021 – 2:00 P.M.:**

- 1) PhilGEPS Certification (Platinum)
- 2) DTI Business Registration/SEC Registration Certificate.
- 3) Mayor's Permit (Valid and Current).
- 4) BIR Certificate Registration/Tax Clearance.
- 5) Bid Security –
 - a. Bid Securing Declaration
 - b. Cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit (2% of ABC)
 - c. Surety Bond (5% of ABC)
- 6) Omnibus Sworn Statement

Terms and Conditions:

1. Award shall be made on total quoted price.
2. Quotation validity shall not be less than 30 calendar days.
3. Goods shall be delivered within 15 working days upon receipt of Notice to Proceed.
4. Place of delivery is DSWD Field Office 02, Carig, Tuguegarao City.
5. Terms of payment is through check within 30 calendar days upon final inspection and acceptance.
6. Liquidated Damages/Penalty: 1/10 of 1 percent of the contract price for every day of delay shall be imposed.
7. In case of discrepancy between unit cost and total cost, unit cost shall prevail.
8. Indicate brand, model and country of origin, if applicable.

Very truly yours,


CELSO L. ARAO JR.
BAC Chairperson

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Annex A

Field Office 02, Carig, Tuguegarao City

RFQ No:21-10-0833

Supply and Delivery of Computer Inks and Consumables,1 Lot for use of DSWD Field Office 02,satellite offices and centers and institution staffs for the first quarter.

Date: October 30,2021

Company Name : _____

Company Address : _____

Contact Person : _____

Contact No. : _____

Item No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications (Please write the detailed specifications in the space provided)	Unit Cost	Total Cost
1.	5	cart	INK CART, CANON CL-741, Col.			
2.	651	cart	EPSON C13T664100 (T6641), Black, 70ml			
3.	413	cart	EPSON C13T664200 (T6642), Cyan, 70ml			
4	407	cart	EPSON C13T664300 (T6643), Magenta, 70ml			
5	407	cart	EPSON C13T664400 (T6644), Yellow, 70ml			
6	2	cart	TONER CART, HP CE278A, Black			
7	111	cart	TONER CART, HP CE285A (HP85A), Black			
8	213	cart	Toner Cartridge, HP CF217A (HP17A) Black LaserJet			
9	40	cart	Toner Cartridge, HP CF226A (HP26A) Black LaserJet			
10	26	cart	TONER CART, SAMSUNG MLT-D101S, Black			
11	63	bottles	Epson 003 ink bottle, Black, 70ml			
12	29	bottles	Epson 003 ink bottle, Yellow, 70ml			
13	29	bottles	Epson 003 ink bottle , Cyan, 70ml			
14	29	bottles	Epson 003 ink bottle , Magenta, 70ml			
15	8	bottles	Epson 005 ink bottle , Black, 70ml			
16	8	bottles	Epson 001 ink bottle, Yellow, 70ml			
17	12	bottles	Epson 001 ink bottle, Black, 70ml			
18	8	bottles	Epson 001 ink bottle , Cyan, 70ml			
19	8	bottles	Epson 001 ink bottle , Magenta, 70ml			
20	50	bottles	Epson 673 black, 70ml			

21	15	bottles	Epson 673 cyan, 70ml			
22	15	bottles	Epson 673 magenta, 70ml			
23	15	bottles	Epson 673 yellow, 70ml			
24	15	bottles	Epson 673 light cyan, 70ml			
25	15	bottles	Epson 673 light cyan, 70ml			
26	40	toner	Lexmark MX510de Toner, High Yield			
27	10	Units	Lexmark Imaging Unit			
			Note: All Toners and Inks are Original			
Total Approved Budget = P 2,429,366.00						

CELSO L. ARAO JR.
BAC Chairperson

(Signature over printed name of Supplier/Bidder)