DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Batasan Pambansa Complex, Constitution Hills,
Quezon City

REQUEST FOR QUOTATION

RFQ No. _____**13 0661**_____ **MCC**
Date: _____August 22, 2013_____

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 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.

Please accomplish and submit this form together with Annex A to DSWD - Procurement Service at ground floor, DSWD-CO Building, Batasan Complex, Constitution Hills, Quezon City or fax it through number **951-7116/ 931-6139 on or before August 30, 2013 at 12:00noon.**

Very truly yours,

MARY ANGELENE DP. ARABIT
Chief, Procurement Planning & Mgt. Division

Terms and Conditions:

1. Award shall be made on per: [X] Item Basis   [ ] Total Quoted Price   [ ] Lot Basis
2. Quotation validity shall not be less than **Thirty (30) days** days.
3. Good/s shall be delivered within **seven (7) working days upon receipt of Purchase Order (PO)**
4. Place of Delivery: **DSWD-PS Stockroom, IBP Road, Constitution Hills Q.C.**
5. Terms of Payment: **15-30 days upon completion of supporting documents.**
6. Liquidated Damages/Penalty: **(1/10) of one percent for everyday of delay shall be imposed.**
7. Indicate brand, model and country of origin.
8. In case of discrepancy between unit cost and total cost, unit cost shall prevail.
9. Warranty: _____

ANNABEL C. ODOÑO
Procurement Officer
Tel No. 931-81-61/Fax No. 931-6139

_____
(Signature over Printed Name)
Supplier

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

RFQ No. _____**13 0661**_____ MCC

Date: _____August 22, 2013_____

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	2	units	Desktop			
			Processor: Multi Core Latest Processor Architecture			
			Hard Disk Drive: ≥500GB, 7200rpm Serial ATA Hard Drive			
			Display: ≥18" Wide LED Display			
			Memory: ≥4GB DDR3, 1333mhz RAM			
			Video Graphics: Integrated			
			Network Controller: 10/100/1000 Base-T ethernet + WLAN 802.11g/n			
			DVD Multi Burner Optical Drive			
			Keyboard: Std. English (same brand as pc)			
			Mouse: 2 buttons + scroll (same brand as pc)			
			Operating System: Latest 64bit Proprietary OS (Professional Edition)			
			Latest 64bit Proprietary OPT Software			
			Office Productivity Software: for Corporate Application			
			(Word, Spreadsheet, Presentation and Email Client)			
			UPS: 400va UPS			
			Warranty: 1 year parts and service			
2	3	units	Laptop			
			Processor: Multi Core Latest Processor Architecture			
			Hard Disk Drive: ≥500GB, 7200rpm Hard Drive			
			Display: ≥14" LED Display			
			Memory: ≥4GB DDR3			
			Video Graphics: Integrated VGA			
			Network Controller: 10/100/1000 Base-T ethernet + WLAN 802.11g/n			
			Keyboard: Built in			
			Mouse: Touch Pad			
			Operating System: Latest Proprietary Operating System			
			Office Productivity Software: Latest Propietary Office Productivity Tool			
			(Word, Spreadsheet, Power Point)			
			Warranty: 1 year parts and service			

************page 1 of 2***********

PURPOSE : To be used by the MCC Staff

RIS No. **13082314**

IMPORTANT : The winning bidder **MUST SIGN** the original copy of Purchase Order (P.O.) or Letter Order (L.O.) at DSWD-Central Office, Procurement Service within three (3) days from the date advance copy was served thru fax. **FAILURE** to show up and sign the original P.O./L.O. means that the bidder is not interested and will be a ground for suspension/or blacklisting in DSWD's future biddings.

ANNABEL C. ODOÑO
Procurement Officer

_____
(Signature over printed name)
Supplier

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

RFQ No. _____**13 0661**_____ MCC
Date: _____August 22, 2013_____

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
3	1	unit	**Portable External Hard Drive**			
			Type: External Portable USB Powered			
			Capacity: ≥500GB 7200rpm			
			Form Factor: 2.5"			
			Compliant Standard: Plug and Play			
			Connectivity: USB 3.0 (Backward Compatibility to 2.0)			
			Compatibility: Windows, Mac			
			Warranty: 1 year parts and service			
4	1	unit	**Portable Printer**			
			Type: Inkjet			
			Connectivity: USB 2.0			
			Print Speed black: ≥20ppm			
			Print Speed colour: ≥16ppm			
			Monthly Duty Cycle: ≥500 impression			
			Black Resolution: ≥600x600dpi			
			Colour Resolution: ≥600x600 dpi			
			Compatibility: Windows, Linux			
			Max Media Size: 8.5x14			
			Warranty: 1 year parts and service			
5	1	unit	**Network Printer**			
			Output Type: Black & White, Monochrome			
			Technology: Laser			
			Compatibility: Compatible with Windows and PC Linux			
			Connectivity: USB 2.0			
			Networking Type: ≥10/100 Base-T Ethernet			
			Black Print Speed: ≥30ppm			
			Monthly Duty Cycle: ≥30,000 impression			
			Black Resolution: ≥1200x1200dpi			
			Memory: ≥32 MB			
			Max Media Size: 8.5x14			
			Warranty: 1 year parts and service			
			*************page 2 of 2***********			

PURPOSE : To be used by the MCC Staff
RIS No. 13082314

IMPORTANT : The winning bidder MUST SIGN the original copy of Purchase Order (P.O.) or Letter Order (L.O.) at DSWD-Central Office, Procurement Service within three (3) days from the date advance copy was served thru fax. FAILURE to show up and sign the original P.O./L.O. means that the bidder is not interested and will be a ground for suspension or blacklisting in DSWD's future biddings.

ANNABEL C. ODOÑO
Procurement Officer
Tel No. 931-8161
Fax No. 931-6139

_____
(Signature over printed name)
Supplier