

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

REQUEST FOR QUOTATION

RFQ No. 13 0852 **MCC**
Date: October 23, 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 October 31, 2013 at 5:00pm.**

Very truly yours,


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

Terms and Conditions:

- Award shall be made on per: Item Basis Total Quoted Price Lot Basis
- Quotation validity shall not be less than Thirty (30) days days.
- Good/s shall be delivered within five (5) working days upon receipt of P.O. for Lot Nos. 1 & 3;
thirty (30) working days upon receipt of P.O. for Lot No. 2
- Place of Delivery: DSWD-PS Stockroom, IBP Road, Constitution Hills Quezon City
- Terms of Payment: 15 to 30 days upon final inspection and acceptance.
- Liquidated Damages/Penalty: (1/10) of one percent for everyday of delay shall be imposed.
- Indicate brand, model and country of origin.
- In case of discrepancy between unit cost and total cost, unit cost shall prevail.
- 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

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Lot No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications <small>(Please write the detailed specifications in the space provided)</small>	Unit Cost	Total Cost
1	30	cart	Ink Cartridge, HP C8767WA (HP96), black			
	30	cart	Ink Cartridge, HP C9363WA (HP97), tricolor			
	30	cart	Ink Cartridge, HP CC640WA (HP60), black			
	30	cart	Ink Cartridge, HP CC643WA (HP60), tricolor			
	15	cart	Ink Cartridge, HP CD971AA (HP920), black			
	15	cart	Ink Cartridge, HP CD972AA (HP920XL), cyan			
	15	cart	Ink Cartridge, HP CD973AA (HP920XL), magenta			
	15	cart	Ink Cartridge, HP CD974AA (HP920XL), yellow			
	15	cart	Ink Cartridge, HP CD975AA (HP920XL), black			
	20	cart	Ink Cartridge, HP C9352AA (HP22), tricolor			
	20	cart	Ink Cartridge, HP CC680AA (HP702), black			
	10	cart	Toner, Cartridge, HP CC530A, Black, HP Color Laserjet CP2025			
	10	cart	Toner, Cartridge, HP CC531A, Cyan, HP Color Laserjet CP2025			
	10	cart	Toner, Cartridge, HP CC532A, Yellow, HP Color Laserjet CP2025			
	15	cart	Toner, Cartridge, Black HP Laser Jet 05A			
2	5	toner	Toner, HP, Laserjet PRO, M401dn, CF280X			
3	5	cart	Ink Cartridge, brother, LC67HYBK, Black			
	5	cart	Ink Cartridge, brother, LC67HYBK, Cyan			
	5	cart	Ink Cartridge, brother, LC67HYBK, Magenta			
	5	cart	Ink Cartridge, brother, LC67HYBK, Yellow			
	6	cart	Toner Cartridge, Brother, MFC-9180			

Note: Only authorized suppliers/resellers will be considered for evaluation and awarding of contract.

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

PURPOSE: KC NPMO 4th Quarter MCC Supply
 RIS No. 13103161

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 P. ODOÑO
 Procurement Officer
 Tel No. 931-8181
 Fax No. 931-6139

 (Signature over printed name)
 Supplier