



ADMINISTRATIVE DIVISION  
PROCUREMENT MANAGEMENT SECTION

DSWD-GF-002 | REV 02 | 17 AUG 2022

REQUEST FOR QUOTATION

Section 52.1b - Shopping

RFQ NO. 2025-04-04-372  
DATE: APRIL 04, 2025

COMPANY NAME :  
COMPANY ADDRESS :  
CONTACT PERSON :  
CONTACT NO. :  
COMPANY TIN :

Sir/Madam:

CIU - 2025-03-12-0318  
**POSTED**  
GEPs REF No: 11950933  
DATE: 04/04/2025  
SIGNATURE: [Signature]

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 **TECHNICAL SPECIFICATIONS** could be basis for non-compliance. Also, furnish us with the 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 submit this form together with Annex A to **DSWD FO IX BAC OFFICE** on or before **APRIL 10, 2025, 9 AM**.

Very truly yours,

**ROLANDO CUEVA**  
Regional Procurement Officer

Terms and Conditions:

- PURPOSE** : **PROCUREMENT FOR HIGH SPEED DESKTOP COLOR SCANNER FOR CIU AND SWADT USE CY2025**
- PR NUMBER** : **2025-03-12-318**
- 1. Award shall be made on per :  Item Basis  Lot Basis
- 2. Quotation validity : **30 CALENDAR DAYS FROM BID OPENING**
- 3. Goods shall be delivered on : **15 DAYS UPON RECEIPT OF PURCHASE ORDER**
- 4. Delivery Area : **DSWD-CIU, STA. BARBARA, ZAMBOANGA CITY**
- 5. Terms of payment : **WI IN 60 CALENDAR DAYS AFTER DELIVERY**
- 6. Liquidated Damages/Penalty : **1/10 of 1% of undelivered portion x No. of days of delay**
- 7. In case of discrepancy between unit cost and total cost, unit cost shall prevail.
- 8. Warranty : **N/A**
- 9. Performance Security : **N/A**

Please email your accomplished request for QUOTATION and ANNEX A at [bac.dswd.fo9@gmail.com](mailto:bac.dswd.fo9@gmail.com)

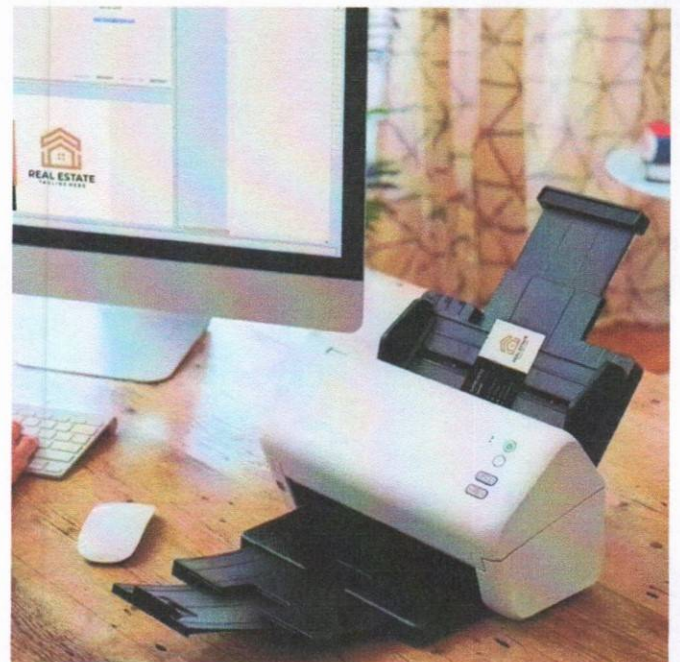
(signature over printed name)  
Supplier

PHILGEPS NO.: \_\_\_\_\_  
PHILGEPS EXPIRY: \_\_\_\_\_

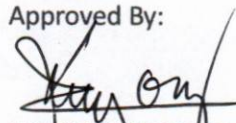




- High-Speed Desktop Color Scanner
- 600x600 dpi Optical Scan Resolution,
- 40ppm Simplex / 80ipm Duplex Scanning,
- 60-Page ADF
- Image/Text Optimization, USB 3.0
- Scan to Computer or USB Flash Drive
- Triple Layer Security



Approved By:

  
**USAY KUYONG Jr.**  
 ICTMS – Head