

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Field Office IX, Zamboanga City

REQUEST FOR QUOTATION

RFQ No. 2020-10-084

DATE: _____


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

Sir/Madam:

Please quote your government price/s including delivery charge, 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 the descriptive brochures, catalogues, literatures.

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 – FO IX, Zamboanga City** on or before _____.

Very truly yours,

MA. CORAZON G. SUMICAD
CAO

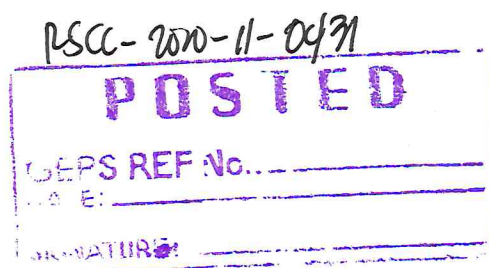
Term and Conditions:

1. Award shall be made on per: _____ Item Basis / Lot Basis
2. Quotation validity shall not be less than 15 days
3. Good/s shall be delivered on : 30 days upon receipt of PO
4. Place of Delivery: RSCC Logoy Diutay, Talon-Talon, Zamboanga City
5. Term of payment: 30 days after delivery of PO
6. Liquidated Damage/Penalty: 1/10 of 1% of undelivered portion x number of days delay
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: _____
10. Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PhilGEPS). You may visit philgers website at www.philgeps.gov.ph and register for free.


RENATO G. FOJAS
Regional Procurement Officer

(signature over printed name)

Supplier



PHILGEPS NO.: _____

PHILGEPS EXPIRY: _____

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

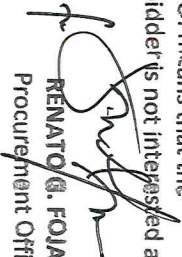
ANNEX A: RFQ
 RFQ NO.: 2020-10-084
 DATE:

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	ABC	BIDDER'S SPECIFICATIONS	UNIT COST	TOTAL COST
	1	LOT	Computer ICT				
	7	units	Keyboard USB standard (wireless) heavy duty	1,200.00			
	7	units	Mouse USB standard (wireless) heavy duty	900.00			
	7	units	Desktop Bluetooth Computer Speaker, heavy duty	1,800.00			
	7	units	External Hard Drive, 1 TB, 2.5" HDD, Requirements: USB 3.0; Windows XP/Vista/7; MacOSx 10.4 or above with 3.0 cable and product guide	4,500.00			
	****	*****	***** Nothing follows *****				
			Business/Mayor's Permit shall be Issued upon receipt of Purchase Order				

PURPOSE: For the use of RSJC.

PR NO.: 2020-10-

IMPORTANT: The winning bidder must sign the Original copy of Purchase Order (P.O.) with in five (5) days from the date of receipt. Failure to sign the original P.O. means that the bidder is not interested and will be a ground to suspension or blacklisting in DSWD's future biddings.


RENATO G. FOJAS
 Procurement Officer

SAURA A. OLARTE
 Camvasser

RSJC-2020-11-02PM

 (Signature over printed name)
 Supplier

