

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

REQUEST FOR QUOTATION

RFQ NO. \_\_\_\_\_  
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, literature.

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 ZC.  
on or before \_\_\_\_\_ AT 5:00 PM

Note: Business Mayor Permit shall be submitted upon receipt of canvass paper/ approved PO.

Very truly yours,

*Ma. Corazon G. Sumicad*  
MA. CORAZON G. SUMICAD  
CAO



Terms and Conditions:

- Award shall be made on per: \_\_\_\_\_ Item \_\_\_\_\_ Lot X \_\_\_\_\_
- QUOTATION VALIDITY SHALL NOT BE LESS than \_\_\_\_\_ 45 days.
- Goods/ shall be delivered \_\_\_\_\_ 15 DAYS UPON RECEIVED APPROVED PO.
- Place of Delivery: \_\_\_\_\_ DSWD FO IX \_\_\_\_\_
- Terms of Payment: \_\_\_\_\_ 30 days after delivery/services \_\_\_\_\_
- Liquidated damages/ \_\_\_\_\_ ONE TEN (1/10) OF 1 PERCENT OF EVERY DAY DELAY .
- Indicate brand, model and country of origin: \_\_\_\_\_
- In case of discrepancy between unit cost And total cost, unit cost shall PREVAIL.
- Warranty: \_\_\_\_\_
- Prospective supplier must be registered at the Philippines Government electronic Procurement System ( PHILGEPS ). You may visit Philgeps website at [www.philgeps.gov.ph](http://www.philgeps.gov.ph) and register for free.

*Sumicad*

