

**REQUEST FOR QUOTATION**

RFQ NO. 2021-474  
DATE: May 19, 2021

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

*DRMO-2021-05-321*  
**POSTED**  
GEPS REF No. \_\_\_\_\_  
DATE: \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_

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 **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 May 24, 2021 5:00 PM.

Very truly yours,  
*[Signature]*  
**RIDUAN AHAD JIMUDDIN**  
ARDA

Terms and Conditions:

**PURPOSE** for stockpiling of food item in the warehouse 30,000 FFP in Zbga 2nd Qtr.  
250-cases 3 in one instant coffee 26gms-32gms-240's

**PR NUMBER** 2021-05-0599

1. Award shall be made on per : \_\_\_\_\_ items Basis    x    Lot Basis  
2. Quotation validity : 30 days from bid opening  
3. Delivery Period : 7 days upon received Approved PO  
4. Delivery Area : DSWD warehouse Tetuan ZC.  
5. Terms of payment : 30 days from bid opening  
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

Department of Social Welfare and Development Field Office IX  
**BIDS AND AWARDS COMMITTEE**  
For Posting  
Received by: *Pincen*  
Date & Time: *May 19, 2021 2:47pm*  
Remarks:

*[Signature]*  
**Renato G. Fojas**  
Regional Procurement Officer

(signature over printed name)

Supplier

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

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	BIDDER'S SPECIFICATIONS	UNIT COST	TOTAL COST
1	250	cases	3 in one instant coffee 26GMS-32GMS-240's	ABC	425,000.00	
			Specification:			
			Type: instant coffee Mix, 3 in 1			
			Mix (Coffee, Sugar and Creamer			
			Packaging : sachet			
			Unit measurement: Sachet			
			Weight: 26-32 GMS			
			certification : Halal certified			
			Label: with nutritional information on the label based on the			
			nutritional daily allowance intake based on DOH AO NO. 2014-0030			
			Expiration date: Not less than 6 to 12 Month from the date of delivery			
			Delivery of goods must be staggered.			
			Take Note: <del>sent page 4</del>			
			Business/Mayor's Permit shall be issued upon receipt of Purchase Order			X
			Income / Business Tax Return shall be required for Negotiated Procurement under Small Value Procurement Modality with ABC above P500,000.00 after receipt of approved contract and/or during delivery/activity before payment.			
			Omnibus Sworn Statement shall be required for Negotiated Procurement under Small Value Procurement Modality with ABC above P50,000.00 after receipt of approved contract and/or during delivery/activity before payment.			

PURPOSE : For Stockpiling of Food items in the warehouse to produce 30,000 FFP in Zbga. Peninsula 2nd quarter.  
 PR. NO. : 2021-05-0599

RENATO G. ROLAN  
 PROCUREMENT OFFICER

ROLAN VICENTE  
 COMMISSAR

(SIGNATURE OVER PRINTED NAME)  
 SUPPLIER