

REQUEST FOR QUOTATION

RFQ NO. 2021-06-0700
DATE: 10-Jun-2021

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

ACCTG-2021-06-068
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 *June 28, 2021 @ 5:00 pm*

Very truly yours,

[Signature]
RIDUAN P. HADJIMUDDIN
Assistant Regional Director for Administration

Terms and Conditions:

- PURPOSE** : **1 Administrative support services for 6 months liquidation team Accounting section**
PR NUMBER : **2021-06-0700**
1. Award shall be made on per : () Item Basis () Lot Basis
2. Quotation validity : **30 CALENDAR DAYS FROM BID OPENING**
3. Delivery Period : **30 CALENDAR DAYS UPON RECEIPT OF APPROVED NTP.**
4. Delivery Area : **AT DSWD FIELD OFFICE IX Accounting section**
5. Terms of payment : **WITH IN 60 WORKING DAYS**
6. Liquidated Damages/Penalty : **1/10 OF 1% OF UNDELIVERED PORTION X No. OF DAYS DELAYED.**
7. In case of discrepancy between unit cost and total cost, unit cost shall prevail.
8. Warranty : **N/A**
9. Performance Security : **N/A**

10. Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PhilGEPS). You may visit Philgeps website at www.philgeps.gov.ph and register for free.

[Signature]
Renato G. Fojas
Regional Procurement Officer

(Signature over printed name)
Supplier

PHILGEPS NO.: _____
PHILGEPS EXPIRY: _____

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Field Office IX
General Vicente Alvarez Street, Zamboanga City
Telephone Nos. (63/62) 991-6020 / 991-6346/ 991-1001
Email: fo9@dswd.gov.ph
Website: www.fo9.dswd.gov.ph



#DSWDMayMalasakit

Department of Social Welfare and Development FO-IX
BIDS AND AWARDS COMMITTEE

For Posting
Received by: *[Signature]*
Date & Time: *02/10/21 2:15pm*
Remarks: _____

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
GENERAL VICENTE ALVAREZ, ST. ZAMBOANGA CITY

ANNEX A:
RFQ NO. : 2021-06-0700
DATE : 2021-06-10

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

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	TOTAL ABC	BIDDER'S SPECIFICATIONS	UNIT COST	TOTAL COST
1	1	pax	Manpower admin support services for 5 days/ week (1st month)	148,710.00			
2	1	pax	Manpower admin support services for 5 days/ week (2nd month)				
3	1	pax	Manpower admin support services for 5 days/ week (3rd month)				
4	1	pax	Manpower admin support services for 5 days/ week (4th month)				
5	1	pax	Manpower admin support services for 5 days/ week (5th month)				
6	1	pax	Manpower admin support services for 6 days/ week (6th month)				
7			xx				
8			1 Administrative support services for 6 months for Liquidation team Accounting section.				
9			Note : Monday to Friday with out NSP) for 6 months @ 736.36/per day.				
10							
11							
12							
13							
14							
15							
16							
			Take Note:				
			Business/Mayor's Permit shall be issued upon receipt of Purchase Order				
			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 : 1 Administrative support services for 6 months for Liquidation team Accounting section.
PR. NO. : 2021-06-0700

RENATO G. FOLIAS
PROCUREMENT OFFICER
JUN GLORIA
CANVASSER

(SIGNATURE OVER PRINTED NAME)
SUPPLIER