

**REQUEST FOR QUOTATION**

RFQ NO. 2021-06-0699  
DATE: 10-Jun-2021

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

*ACCTG-2021-06-872*  
**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, catalogs, 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** : **2 Administrative support services for 6 months post audit team Accounting section**
- PR NUMBER** : **2021-06-0699**
- 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](http://www.philgeps.gov.ph) and register for free.**

*[Signature]*  
**Renato G. Fojas**  
Regional Procurement Officer *6/17/21*

(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) 991-6030 / 991-8346/ 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: *Pancras Ortiz*  
Date & Time: *6/21/2021 2:15pm*  
Remarks: \_\_\_\_\_

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

ANNEX A:  
RFQ NO. : 2021-06-0699  
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	2	pax	Manpower admin support services for 5 days/ week ( 1st month )	297,420.00			
2	2	pax	Manpower admin support services for 5 days/ week ( 2nd month )				
3	2	pax	Manpower admin support services for 5 days/ week ( 3rd month )				
4	2	pax	Manpower admin support services for 5 days/ week ( 4th month )				
5	2	pax	Manpower admin support services for 5 days/ week ( 5th month )				
6	2	pax	Manpower admin support services for 6 days/ week ( 6th month )				
7			xx				
8			2 Administrative support services for 6 months for post audit team Accounting section.				
9			Note : Monday to Friday with out NST ) for 6 months @ 736.36/per day.				
10							
11							
12							
13							
14							
15							
16							
			<b>Take Note:</b>				
			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 : 2 Administrative support services for 6 months for post audit team Accounting section.  
PR. NO. : 2021-06-0699

RENATO G. BOLAS  
PROCUREMENT OFFICER  
JUN GDIVA  
CANVASSER

(SIGNATURE OVER PRINTED NAME)  
SUPPLIER