

REQUEST FOR QUOTATION

RFQ NO. 2021-580
DATE: 6/23/21

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

RECORDS-2021-06-078
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, 05:00 PM.

Department of Social Welfare and Development FO-IX
BIDS AND AWARDS COMMITTEE
For Posting
Received by: Princess Ortiz
Date & Time: 6/24/2021 10:35 am
Remarks:

Very truly yours,

RIDUAN P. HADJIMUDDIN, CESO IV
ARDA

Terms and Conditions:

- PURPOSE** : 2 WORKERS FOR INTERNAL DIGITIZATION/EDOTS AND ARCHIVE CUSTODIAN
- PR NUMBER** : 2021-06-0712
- Award shall be made on per : Item Basis Lot Basis
 - Quotation validity : 30 CALENDAR DAYS FROM BID OPENING
 - Goods shall be delivered on : JULY - DECEMBER 2021
 - Delivery Area : DSWD FO IX
 - Terms of payment : MONTHLY FROM JULY -DECEMBER CY 2021
 - Liquidated Damages/Penalty : 1/10 of 1% of undelivered portion x No. of days of delay
 - In case of discrepancy between unit cost and total cost, unit cost shall prevail.
 - Warranty : N/A
 - 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.


Renato G. Fojas
Regional Procurement Officer

(signature over printed name)
Supplier

PHILGEPS NO.: _____
PHILGEPS EXPIRY: _____

