

REQUEST FOR QUOTATION

RFQ NO. 2021-07-675
DATE: JULY 13, 2021

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

ACCTG-2021-07-450
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 *July 27, 2021 @ 10:00am*

Very truly yours,

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

Terms and Conditions:

- PURPOSE** : **For Administrative support services for 5 months at Accounting section**
PR NUMBER : **2021-07-0812**
- Award shall be made on per : () Item Basis () Lot Basis
 - Quotation validity : **30 CALENDAR DAYS FROM BID OPENING**
 - Delivery Period : **30 DAYS UPON RECEIPT OF APPROVED NTP.**
 - Delivery Area : **AT DSWD FIELD OFFICE IX ACCOUNTING AREA**
 - Terms of payment : **WITH IN 60 WORKING DAYS**
 - Liquidated Damages/Penalty : **1/10 OF 1% OF UNDELIVERED PORTION X No. OF DAYS DELAYED.**
 - In case of discrepancy between unit cost and total cost, unit cost shall prevail.
 - Warranty : **RETENTION OF 1% FOR EVERY PAYMENTS**
 - 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

Received by: *For Posting*
[Signature]

Date & Time: *7/27/2021 8:44am*

Remarks: _____

