

**REQUEST FOR QUOTATION**

RFQ NO. 2021-787  
DATE: august 24, 2021

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

*BDSK-2021-08-551*  
**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 Sept. 6, 2021 5:00 PM.

Very truly yours,  
*[Signature]*  
**RIDUAN P. RADJIMUDDIN**  
ARDA

**Terms and Conditions:**

**PURPOSE :** OFFICE SUPPLIES FOR BDSK USE.

**PR NUMBER:** 2021-08-0946

1. Award shall be made on per :  Item Basis  Lot Basis
2. Quotation validity: **45 CALENDAR DAY**
3. Delivery Period: **Within 15 days upon receipt of approved NTP**
4. Delivery Area: **BDSK POLANCO**
5. Terms of payment: **WIN 60 WORKING CALENDAR DAYS**
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**

9. 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

(signature over printed name)

Supplier

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

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

For Posting  
*[Signature]*  
Received by: \_\_\_\_\_  
Date & Time: 8/26/2021 2:27pm  
Remarks: \_\_\_\_\_

