

REQUEST FOR QUOTATION

RFQ NO. 2021-08-0921
DATE: Aug.16,2021

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

FMD-2021-08-514
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 *August 23, 2021 @ 5:00pm*

Very truly yours,

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

Terms and Conditions:

- PURPOSE** : For 2 Administrative support services for 4 months @ Cash unit
- PR NUMBER** : 2021-08-0921
- 1. Award shall be made on per : () Item Basis () Lot Basis
- 2. Quotation validity : 30 CALENDAR DAYS FROM BID OPENING
- 3. Delivery Period : 30 DAYS UPON RECEIPT OF APPROVED NTP.
- 4. Delivery Area : AT DSWD FIELD OFFICE IX CASH unit Zamboanga City
- 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 FO-I
BIDS AND AWARDS COMMITTEE
For Posting
Received by: *[Signature]*
Date & Time: *9/17/2021 8:30am*
Remarks: _____

