

**REQUEST FOR QUOTATION**

RFQ NO. 2021-07-653  
DATE: JULY 29, 2021

*4Ps-2021-07-418*

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

**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 16, 2021 @ 5:00pm*

Very truly yours,

*[Signature]*  
**RIDUAN P. HADHMUDDIN**  
Assistant Regional Director for Administration

**Terms and Conditions:**

- PURPOSE** : For the use office supplies for 2021 pantawid Ipil, ZSP
- PR NUMBER** : 2021-07-780
- 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 IPIL ZSP AREA**
- 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

(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 / 991-6346/ 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: *July 29, 2021 2:04 pm*

Remarks: \_\_\_\_\_

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

COMPANY NAME  
COMPANY ADDRESS  
CONTACT PERSON  
CONTACT NO.

ANNEX A:  
REQ. NO. : 2021-07-653  
DATE : 2021-07-29

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	TOTAL ABC	BIDDER'S SPECIFICATIONS	UNIT COST	TOTAL COST
1	10	units	PRINTERS 3 IN 1 SPECS: = With CIS ( continuous ink system ) = Printing capacity 2,500 black, 7,500 colored = Scan copy: Long , A4 and short	118,499.00			
2	1	unit	PRINTER ( HIGH END ) SPECS: = With CIS ( continuous ink system ) = Printing capacity 2,500 black, 7,500 colored = Scan copy: Long , A4 and short = Heavy duty printer with Original equipment manufacturer( OEM )				
3	1	unit	LCD PROJECTOR XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX FOR THE USE OF OFFICE SUPPLIES PANTAWID IPL ZSP				
<p><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.</p>							
PURPOSE : FOR THE USE OF OFFICE SUPPLIES PANTAWID IPL ZSP							
PR. NO. : 2021-07-780							

  
RENATO C. ROJAS  
PROCUREMENT OFFICER  
Jun Glava  
CANNASSER/POO

(SIGNATURE OVER PRINTED NAME)  
SUPPLIER