

HFE-2021-09-632  
**POSTED**  
GEPS REF No.: \_\_\_\_\_  
DATE: \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_

**REQUEST FOR QUOTATION**

RFQ NO. 2021-08-0108  
DATE: 09-13-21

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

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. 27, 2021, 05:00 PM.

Very truly yours,

*[Handwritten Signature]*  
**RIDUAN P. HAJIMUDDIN CESO IV**  
ARDA

Terms and Conditions:

**PURPOSE** : **FOR THE OPERATION OF HOME FOR THE ELDERLY.**  
**PR NUMBER** : PR-2021-08-0108  
1. Award shall be made on per :  Item Basis  Lot Basis  
2. Quotation validity : 30 DAYS  
3. Delivery Period : 30 DAYS UPON RECEIPT OF NTP  
4. Delivery Area : HOME FOR THE ELDERLY  
5. Terms of payment : Within 60 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

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.

Department of Social Welfare and Development  
**AWARDS COMMITTEE**  
For Posting  
*[Handwritten Signature]*  
Date: 09/16/21  
Receiver: \_\_\_\_\_  
Date: \_\_\_\_\_  
Remarks: \_\_\_\_\_

*[Handwritten Signature]*  
**Rehato G. Foias**  
Regional Procurement Officer

Supplier (signature over printed name)  
PHILGEPS NO.: \_\_\_\_\_  
PHILGEPS EXPIRY: \_\_\_\_\_

COMPANY NAME : DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
 COMPANY ADDRESS : GENERAL VICENTE ALVAREZ ST., ZAMBOANGA CITY  
 CONTACT PERSON :  
 CONTACT NO. :

ANNEX A. RFO  
 RFO NO. : 2021-08-0108  
 DATE : 09-13-21

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	TOTAL ABC	BIDDER'S SPECIFICATIONS	UNIT COST	TOTAL COST
<b>OFFICE EQUIPMENTS</b>							
1	5	SETS UNIT	OFFICE TABLES W/ TOP GLASS: 12.4mX.23mW; tinted glass				
2	2	SETS UNIT	TELEPHONE STAND/TABLE with One-chair: WOODEN: 3 LAYER:				
3	5	SETS UNIT	OFFICE CHAIRS; with stainless Brase;black				
Take Note: xxxxxxxxxxxxxxxxxxxxxxxx				P 96,000.00			

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.

**PURPOSE FOR THE OPERATION OF HOME FOR THE ELDERLY.**  
 PR. NO. PR-2021-08-0108

**RENATO G. FOJAS**  
 PROCUREMENT OFFICER

(Signature over printed Name)  
**SUPPLIER**

CANVASSER