

**REQUEST FOR QUOTATION**

RFQ NO. 2021-09-0996  
 DATE: Sept.8,2021

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

PANTAWID-2021-09-598  
**POSTED**  
 GEPS REF  
 DATE

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 September 20, 2021, 5:00 pm

Very truly yours,

*[Handwritten Signature]*  
**ADUANT. SARDIMUDIN**  
 Assistant Regional Director for Administration

**Terms and Conditions:**

- PURPOSE** : **To be used SWDI administration**
- PR NUMBER** : **2021-9-0996**
- 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 RECIEPT OF APPROVED NTP.**
- 4. Delivery Area : **AT DSWD FIELD OFFICE IX PANTAWID 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.**

*[Handwritten Signature]*  
**Renato G. Fojas**  
 Regional Procurement Officer *[Handwritten Signature]*

(Signature over printed name)  
 Supplier

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

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

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

ANNEX A:  
RFQ NO. : 2021-09-865  
DATE : 2021-09-8

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	TOTAL ABC	BIDDER'S SPECIFICATIONS	UNIT COST	TOTAL COST
1	135,000	sets	PRINTING OF SWDI FORMS	351,000.00			
2			SPECS: = PAPER BOND A4 SIZE				
3			= BACK TO BACK PRINTING				
4			= TO INCLUDES SORTING BY SET OF FORMS = BLACK AND WHITE PRINTING				
			XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX				
			To be used SWDI administration				
			<b>FOR ZAMBOANGA BASE ONLY.</b>				
			<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.				
			To be used SWDI administration				

PURPOSE : To be used SWDI administration  
PR. NO. : 2021-09-0996

RENATO G. FOJAS  
PROCUREMENT OFFICER  
  
JUN 9 2021  
CANVASSER/POO

SIGNATURE OVER PRINTED NAME  
SUPPLIER