

**REQUEST FOR QUOTATION**

RFQ NO. 2021-895  
DATE: SEPTEMBER 14, 2021

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

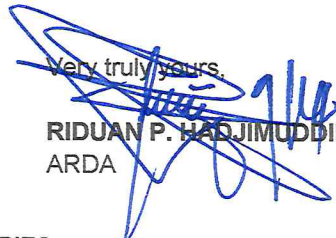
RRCY-2021-09-620  
**POSTED**  
GEPS REF. No. \_\_\_\_\_  
DATE: \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_

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. 27, 2021 5:00 PM.

Very truly yours,  
  
**RIDUAN P. HADJIMUDDIN**  
ARDA

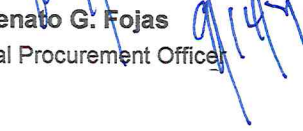
**Terms and Conditions:**

**PURPOSE :** OFFICE EQUIPMENT AND ACCESSORIES

**PR NUMBER:** 2021-09-1034

1. Award shall be made on per :  Item Basis  Lot Basis
2. Quotation validity: **30 CALENDAR DAY**
3. Delivery Period: **Within 15 days upon receipt of approved NTP**
4. Delivery Area: **RRCY 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**

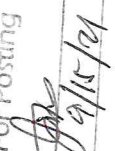
9. Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PhilGEPS). You may visit Philgeps website at [www.philgeps.gov.ph](http://www.philgeps.gov.ph) and register for free.

  
**Renato G. Fojas**  
Regional Procurement Officer

(signature over printed name)

Supplier

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

Department of Social Welfare and Development  
**BIDS AND AWARDS COMMITTEE**  
 For Posting  
 By:   
 Date: 9/15/21

