

**REQUEST FOR QUOTATION**

RFQ NO. 2021-671  
DATE: Oct. 5, 2021

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

*DRMP-2021-07-433*  
**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 Oct. 18, 2021, 5:00 PM.

Very truly yours,  
*[Signature]*  
RIDUAN FARAH MUDDIN  
ARDA

Terms and Conditions:

**PURPOSE** DRMD OFFICE SUPPLIES

**PR NUMBER** 2021-07-0811

1. Award shall be made on per : \_\_\_\_\_ items Basis   x   Lot Basis
2. Quotation validity : 30 days from bid opening
3. Delivery Period : 10 DAYS UPON Received approved NTP
4. Delivery Area : DSWD FO IX
5. Terms of payment : 30 days from bid opening
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

Department of Social Welfare and Development FO-IX  
BIDS AND AWARDS COMMITTEE  
For Posting  
*[Signature]*  
Received by: 10/9/2021  
Date & Time: 8:22am  
Remarks:

**POSTED**  
GEPS REF No. \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_ (signature over printed name)

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

Supplier

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

