

REQUEST FOR QUOTATION

RFQ NO. 2021-983
DATE: OCTOBER 13, 2021

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

RRCY-2021-10-687
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 October 25, 2021, 5:00 PM.

Very truly yours,
[Signature]
RIZUAN HABU MUDDIN
ARD

Department of Social Welfare and Development FO IX
BIDS AND AWARDS COMMITTEE
For Posting
Received By: *[Signature]*
Date: 10/14/21
Remarks:

Terms and Conditions:

PURPOSE : OFFICE EQUIPMENT AND ACCESSORIES 4TH QRT

PR NUMBER: 2021-10-1121

1. Award shall be made on per : Item Basis Lot Basis
2. Quotation validity: **30 CALENDAR DAY**
3. Delivery Period: **UPON RECEIPT 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 and register for free.

[Signature]
Renato G. Fojas
Regional Procurement Officer

(signature over printed name)

Supplier

PHILGEPS NO.: _____
PHILGEPS EXPIRY: _____

