

REQUEST FOR QUOTATION

RFQ NO. 2021-1271
DATE: Dec.29,2021

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, literature 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, January 03, 2021 @ 5:00pm

Very truly yours,

RIDUAN P. RASIMUSSIN
Assistant Regional Director for Administration

Terms and Conditions:

- PURPOSE** : For 2 administrative support services for 12 months at COA auditors office
PR NUMBER : 2021-12-1484
1. Award shall be made on per : () Item Basis (/) Lot Basis
2. Quotation validity : 30 CALENDAR DAYS FROM BID OPENING
3. Delivery Period : 30 CALENDAR DAYS UPON RECEIPT OF P.O.
4. Delivery Area : DSWD FIELD OFFICE IX ZAMBOANGA CITY
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 and register for free.

EARLWYNN C. TIMBANG
Regional Procurement Officer

(Signature over printed name)
Supplier

PHILGEPS NO.: _____
PHILGEPS EXPIRY: _____

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
GENERAL VICENTE ALVAROZ, ST. DAMOANAGA CITY

ANNEX A-
REQ. NO. : 2021-1271
DATE : DEC.29,2021

COMPANY NAME
CONTACT ADDRESS
CONTACT PERSON
CONTACT NO.

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	TOTAL AMC	BIDDER'S SPECIFICATIONS	UNIT COST	TOTAL COST
				897,600.00			
2	pox		Manpower admin support services for 5 days a week 1st. month.				
2	pox		Manpower admin support services for 5 days a week 2 second month.				
2	pox		Manpower admin support services for 5 days a week 3rd month.				
2	pox		Manpower admin support services for 5 days a week 4th month.				
2	pox		Manpower admin support services for 5 days a week 5th month.				
2	pox		Manpower admin support services for 5 days a week 6th month.				
2	pox		Manpower admin support services for 5 days a week 7th month.				
2	pox		Manpower admin support services for 5 days a week 8th month.				
2	pox		Manpower admin support services for 5 days a week 9th month.				
2	pox		Manpower admin support services for 5 days a week 10th month.				
2	pox		Manpower admin support services for 5 days a week 11th month.				
2	pox		Manpower admin support services for 5 days a week 12th month.				
			xx				
			Take Note:				
			Rfq shall be accompanied with the following				
			Business/Mayor's Permit				
			Income / Business Tax Return shall be required for Negotiated Procurement under Small Value Procurement Modality with ABC above P500,000.00 before receipt of P.O.				
			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 receipt of P.O.				

PURPOSE
PR. NO. : For 2 administrative support services 12 months to be deployed COA office
2021-12-1484

EARLYNN Q. JIMBAK
REGIONAL PROCUREMENT OFFICER

(SIGNATURE OVER PRINTED NAME)
SUPPLIER

J. Glover
SASWASSER/POO