

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
Field Office IX, Zamboanga City

REQUEST FOR QUOTATION

RFQ NO. 416  
DATE: April 26, 2022

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

RECORDS2022-04-207

**POSTED**


GEPS REF No.: \_\_\_\_\_  
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 BIDDING DROP BOX** on or before **May 09, 2022 5:00PM**

Very truly yours,  
  
RIDUAN P. HALIMUDDIN  
WARD  
APR 27 2022

Terms and Conditions:

- PURPOSE** : For the use of Records and Archives Management Section  
**PR NUMBER** : 2022-04-0416
1. Award shall be made on per :  Item Basis  Lot Basis  
2. Quotation validity : 30 days  
3. Delivery Period : 30 Calendar Days Upon Received of PO  
4. Delivery Area : DSWD FO-IX  
5. Term of Payment : Within 30 Calendar Days  
6. Liquidated Damages/Penalty: **one-tenth (1/10) of 1% one percent per day for undelivered/unperformed portion.**  
7. In case of discrepancy between unit cost and total cost, unit cost shall prevail.  
8. Warranty:  
9. Performance Security:  
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.**

  
EARL WYNNE C. TIMBANG  
Regional Procurement Officer

(signature over printed name)  
Supplier

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

