



PROCUREMENT SECTION
ADMINISTRATIVE DIVISION
DSW FIELD OFFICE IX
DSWD-GF REV 01 / 12 OCT. 2021

REQUEST FOR QUOTATION

RFQ NO. 976
DATE: October 05, 2022

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

RECORDS - 2022-10-573
POSTED

DEPS REF. NO. 10/06/22

SIGNATURE: [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 BIDDING DROP BOX** on or before Oct. 10, 2022 5:00PM

Very truly yours,

[Signature]
RENATO G. FOJAS
AO-V

Terms and Conditions:

- PURPOSE** : For the use of Staff at the Records & Archives Management Section
PR NUMBER : 2022-10-0976
1. Award shall be made on per : ☐ Item Basis ☒ Lot Basis
2. Quotation validity : 30 days
3. Delivery Period : 30 Days Upon Received of PO
4. Delivery Area : DSWD - F
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 and register for free.

Take Note:

Business/Mayor's Permit CY 2022

(signature over printed name)

Supplier

PHILGEPS NO.: _____

PHILGEPS EXPIRY: _____

Approved At: _____
Ref: No. 976
Date: October 05, 2022

[illegible]BASSIN H. ALPHONSE
CANVASER