

**REQUEST FOR QUOTATION**

**Section 52.1b - Shopping**

RFQ NO. **03-0240**  
DATE: **March 22, 2023**

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, 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  
March 27, 2023 @ 05:00 pm.

Very truly yours,

  
**RENATO G. FOJAS**  
Regional Procurement Officer

**Terms and Conditions:**

- |  |   |   |
|--|---|---|
| <b>PURPOSE</b>   | : | For PSD document printing and meeting purposes                                    |
| <b>PR NUMBER</b>   | : | <b>2023-03-0240</b>   |
| 1. Award shall be made on per  | : | <input type="checkbox"/> Item Basis <input checked="" type="checkbox"/> Lot Basis |
| 2. Quotation validity  | : | 30 CALENDAR DAYS FROM BID OPENING   |
| 3. Goods shall be delivered on   | : | <b>15 Calendar days upon receipt of NTP</b>                                       |
| 4. Delivery Area   | : | <b>DSWD FO IX ZAMBOANGA CITY</b>  |
| 5. Terms of payment  | : | W/ IN 60 CALENDAR DAYS AFTER DELIVERY   |
| 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   |

Please email your accomplished request for QUOTATION and ANNEX A at [bacrfq.dswdfo9@gmail.com](mailto:bacrfq.dswdfo9@gmail.com)

(signature over printed name)

Supplier

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

Department of Social Welfare and Development - FO IX  
**BIDS AND AWARDS COMMITTEE**

For Posting

Received by: Fordair  
Date & Time: 03/23/2023  
Remarks: Posting



COMPANY NAME  
COMPANY ADDRESS  
CONTACT PERSON  
CONTACT NO.

ADMINISTRATIVE DIVISION  
PROCUREMENT MANAGEMENT SECTION

DSWD-GF-002 | REV 02 | 17 AUG 2022

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ANNEX A: RFQ  
RFQ NO. :  
DATE :  
03-0240  
March 22, 2023

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	TOTAL ABC	BIDDER'S SPECIFICATIONS	UNIT COST	TOTAL COST
3		Unit	Printer Machine				
			Print, Scan, copy printer, Type: inkjet product dimensions 435x359x159mm, Paper size Letter, A4, Legal				
			Please see attached Specification				
2		Unit	Digital Voice recorder	58,000.00			
			3.99x1.44" Record in Mp3 with LPCM: automatic record level with noise reduction				
			XX				

PURPOSE For PSD Document printing and meeting Purposes  
PR. NO. 2023-03-0240

DOCUMENT/S REQUIRED DURING RFQ OPENING:  
1. Mayor's Permit  
2. Philgeps Registration Number

JERIE N. ATIGA  
CANVASSEER

(SIGNATURE OVER PRINTED NAME)  
SUPPLIER

DSWD Field Office IX, General Vicente Alvarez Street, Zamboanga City, Philippines 7000  
Website: <http://www.dswd.gov.ph/fo9@dswd.gov.ph> Tel Nos.:(062) 991-6030/991-6056 Telefax: (062)993-0652

