

**REQUEST FOR QUOTATION**

Section 52.1b - Shopping

RFQ NO. 2024-11-1517  
DATE: 2-Dec-2024

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

Sir/Madam:

INNOVATION-2024-12-01517  
**POSTED**  
GEP'S REF No.: 11579726  
DATE: 12/02/2024  
SIGNATURE: [Signature]

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 **December 9, 2024 @ 05:00 PM**

Very truly yours,

**ROLANDO V. CUEVA**  
Regional Procurement Officer

Terms and Conditions:

- PURPOSE** : **For the used of Innovation Division (Office Supplies)**
- PR NUMBER** : **2024-11-1517**
1. Award shall be made on per :  Item Basis  Lot Basis
2. Quotation validity : **30 CALENDAR DAYS FROM BID OPENING**
3. Goods shall be delivered on : **20 CALENDAR DAYS OR UPON RECEIPT OF P.O.**
4. Delivery Area : **DSWD FO IX ZAMBOANGA CITY**
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**

(signature over printed name)

Supplier

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

PHILGEPS EXPIRY: \_\_\_\_\_

