

**REQUEST FOR QUOTATION**

*Section 53.9b - SVP - Goods*

RFQ NO. 2025-02-10-63  
DATE: 11-Feb-2025

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

*ICTMS - 2025-02-063*

Bids and Awards Committee  
**POSTED**  
GEPS REF No.: 11759034  
DATE: 2/13/2025  
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 BAC OFFICE** on or before

2/17/2025 @ 5:00 pm

Very truly yours,

*[Signature]*

**Rolando V. Cueva**  
Regional Procurement Officer

Terms and Conditions:

- PURPOSE** : OFFICE CUBICLE TO BE INSTALLED AT RICTMS OFFICE
- PR NUMBER** : 2025-02-10-63
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 : **30 CD UPON RECEIPT OF P.O.**
4. Delivery Area : **DSWD FIELD OFFICE 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

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: \_\_\_\_\_

Section 53.9b - SVP - Goods

ANNEX A: RFQ

RFQ NO. : 2025-02-10-63

DATE : 2025-02-11

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

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	TOTAL ABC	BIDDER'S SPECIFICATIONS	UNIT COST	TOTAL COST
1	25	units	Office Cubicle with one drawer (1290 mm x 645 mm x 1100 mm)	625,000.00			
			XX				
			Pls see attach sample:				

PURPOSE : OFFICE CUBICLE TO BE INSTALLED AT RICTMS OFFICE

PR. NO. : 2025-02-10-63



RICHLENE INSONG  
CANVASSER

**DOCUMENTS REQUIRED DURING RFQ OPENING:**

- 1. Mayor's Permit
- 2. Philgeps Registration Number
- 3. Income/Business Tax Return for ABC's Above 500k

(SIGNATURE OVER PRINTED NAME)

SUPPLIER

**DOCUMENT/S REQUIRED BEFORE ISSUANCE OF NOTICE OF AWARD:**

- 1. Omnibus Sworn Statement for ABC's Above 500k



# RICTMS - IX OFFICE CUBICLE

