

REQUEST FOR QUOTATION**Section 52.1b - Shopping**RFQ NO. 2025-6-18-886DATE: 6/18/25

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

30 JUN 2025 @ 05:00 PM

Very truly yours,


ROLANDO V. CUEVA

Regional Procurement Officer

Terms and Conditions:

PURPOSE	:	FOR RPMO AND POO DESKTOP/LAPTOP
PR NUMBER	:	2025-6-18-1003
1. Award shall be made on per	:	<input type="checkbox"/> Item Basis <input checked="" type="checkbox"/> Lot Basis
2. Quotation validity	:	20 CALENDAR DAYS FROM BID OPENING
3. Goods shall be delivered on	:	WITH IN DELIVERY SCHEDULED 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 bac.dswdfo9@gmail.com

(signature over printed name)

Supplier

PHILGEPS NO.: _____

PHILGEPS EXPIRY: _____



ADMINISTRATIVE DIVISION
PROCUREMENT MANAGEMENT SECTION
DSWD-GF-002 | REV 02 | 17 AUG 2022

Section 52.1b - Shopping

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ANNEX A: RFQ
RFQ NO. : 2025-6-18-886
DATE : 6/18/2025

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	TOTAL ABC	BIDDER'S SPECIFICATIONS	UNIT COST	TOTAL COST
1	65	PCS	MICROSOFT OFFICE HOME 2024 PERPETUAL LICENSE	455,000.00			
			XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX				

PURPOSE

FOR RPMO AND POO DESKTOP/LAPTOP

PR. NO. 2025-6-18-1003

DOCUMENT/S REQUIRED DURING RFQ OPENING:

1. Mayor's Permit
2. Philgeps Registration Number

(SIGNATURE OVER PRINTED NAME)

SUPPLIER


JUN GLOVA

DSWD Field Office IX , General Vicente Alvarez Street, Zamboanga ppines 7000
Website: <http://www.dswd.gov.ph/fo9@dswd.gov.ph> Tel Nos.:(062) 991-6030/991-6031
Telefax: (062)993-0652

