

SHOP B

REQUEST FOR QUOTATION

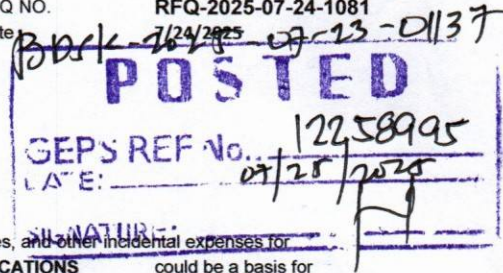
Appendix 37 -

RFQ NO.

Date

Section 52 (b) Shopping

RFQ-2025-07-24-1081



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 a 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

04 AUG 2025

Handwritten: 05:00 PM

Very truly yours,

[Signature]

ROLANDO V. CUEVA

Regional Procurement Officer

Terms and Conditions:

PURPOSE: **OTHER MOOE FOR CY 2025**

PR NUMBER: **PR-2025-07-23-1137**

- Award shall be made on per: _____
- Quotation validity shall be: **30 CALENDAR DAYS FROM BID OPENING**
- Goods shall be delivered on: **30 CALENDAR DAYS**
- Delivery Area: **POLANCO ZDN**
- Terms of Payment: **WITH IN 60 CALENDAR DAYS**
- Liquidated Damages/Penalty: **1/10 of 1% of undelivered portion x No. of days of delay**
- In case of discrepancy between unit cost and total cost, unit cost shall prevail.
- Warranty: **N/A**
- Performance Security: **N/A**

Please email your accomplished request for quotation and annex a at

bacrfq.dswdfo9@gmail.com

Supplier

PHILGEPS NO. _____
PHILGEPS EXPIRY _____

We collect and use your data only for evaluation, following the Data Privacy Act. Your information is kept confidential, secure, and used solely for its intended purpose.

INSTRUCTIONS:

Note: Failure to follow these instructions will disqualify your entire quotation.

- Do not alter the contents of this form in any way;
- The use of this Request for Quotation (RFQ) is **highly encouraged** to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ only pertains to deadline extension;
- In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there are discrepancies. In this case, provisions in the RFQ shall prevail;
- All technical specifications must be complied with. Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified;
- The opening of RFQs shall be conducted in the presence of the BAC members and interested bidders. RFQ openings are scheduled every Tuesday at 10:00 AM onwards and will be held at the DSWD FO IX Conference Room or other office available. Interested bidders may signify their intent to attend by coordinating with the BAC Secretariat Office.
- RFQ, including documentary requirements, received after the deadline shall not be accepted. For RFQs submitted via electronic mail, the date and time of receipt indicated in the e-mail shall prevail and considered;
- RFQs may be submitted through electronic mail at bacrfq.dswdfo9@gmail.com, or can be uploaded to <https://bit.ly/FO9-EBIDBOX>. Quotations must be password-protected, enclosed in a compressed folder, and the password shall be respectively sent by the bidder right after the closing date and time, to prevent premature viewing/opening.
- Not properly compressed and password-protected shall not be accepted** provided that the bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The BAC shall assume no responsibility for the misplacement of the contents or its premature viewing/opening. RFQ submitted through email shall have the proper format, to wit;

• **RFQ No, Name of the Company/Bidder/Service Provider**

- Example: "DSWDFOIX-RFQ-123, COMPANY CORP ENTERPRISES"
- To further assist the bidder in setting a password-protected folder with RFQs, the bidder may be assisted through the link <https://protectedzip.com/>

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form ;
2. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s;
3. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
4. RFQs exceeding the Approved Budget for the Contract shall be rejected;
5. In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the DSWD FOIX shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005;
6. The awarding of the contract shall be made to the Lowest Quotation that complies with the technical specifications, requirements, and other terms and conditions stated herein. The item/s shall be delivered according to the accepted offer of the bidder;
7. Item/s delivered shall be inspected on the scheduled date and time of the DSWD FOIX. The delivery of the item/s shall be acknowledged upon delivery to confirm compliance with the technical specifications;
8. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The DSWD FOIX may terminate the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it. and;
9. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.

This page must be viewable and folded outward

Conformity on the above-mentioned Instructions and Terms and Conditions;

Signature over Printed Name

Name of the Bidder/Authorized Representative

DO NOT OPEN ON OR BEFORE:		
_____	_____	2025
MONTH,	DAY	



COMPANY NAME
COMPANY ADDRESS
CONTACT PERSON
CONTACT NO.
COMPANY TIN

Section 52 (b) Shopping
ANNEX A: RFQ
RFQ NO. RFQ-2025-07-24-1081
DATE: 24-Jul-25

ITEM	QTY.	UNIT	PURCHASER'S SPECIFICATION	TOTAL ABC	BIDER'S SPECIFICATION	UNIT COST	TOTAL COST
1	6	UNIT	2.5 HP SPLIT TYPE AIRCON INVERTER	299,994.00			
GRAND TOTAL				299,994.00			

PURPOSE OTHER MOOE FOR CY 2025

PR NUMBER PR-2025-07-23-1137

DOCUMENTS REQUIRED DURING RFQ OPENING:

1. Mayor's Permit
2. Philgeps Registration Number

Richlene Insong
CANVASSER

Signature over printer name
SUPPLIER