

DEPARTMENT OF SOCIAL WELFARE & DEVELOPMENT
Field Office XII, Koronadal City

REQUEST FOR QUOTATION

Company Name: _____
Address _____
Contact Person: _____
Contact No.: _____

RFQ No.: 2020-09-0605
Date: 10/2/2020

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. Also, furnish us with 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 below, please attach in your quotations a duly notarized certification to this effect.

Please accomplish and submit this form together with Annex A to DSWD-BAC Secretariat at DSWD Field Office XII, Purok Bumanaag, Brgy. Zone III, Koronadal City or email at procurement.fo12@dswd.gov.ph on or before October 9, 10:00 A.M.

Very truly yours,


SAIFODEN T. BATABOR
Head, Procurement Section

TERMS AND CONDITIONS:

1. Award shall be made on per: [] item basis [] total quoted
2. Quotations validity shall not be less than 30 days.
3. Good/s and services shall be delivered within 7 days upon the receipt of approved Purchase Order (PO).
4. Place of Delivery: DSWD FO XII.
5. Terms of Payment: n/30
6. Liquidated Damages/Penalty: one-tenth (1/10) of one percent for every day of delay shall be imposed on the un
7. Must be PhilGEPS registered.
8. Indicate brand, model and country of origin.
9. In case of discrepancy between unit cost and total cost, unit cost shall prevail.
10. Warranty:

(Signature over Printed Name)
Supplier

(Annex A)

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 Address: _____
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 Contact No.: _____
 BIR TIN Number: _____

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 Date: **10/2/2020**

VAT NON-VAT

ITEM NO.	QUANTITY	UNIT	PURCHASER'S SPECIFICATION	BIDDER'S SPECIFICATION	UNIT COST	TOTAL
1	13	set	Replacement of Glass Door with Installation w/ Labor & Materials			
			pc push & pull, w/ two side fixed glass			
			pc push & pull, w/ one fixed glass			
			Open back 1 3/4			
			Tubular 1 3/4 x 4, top ed			
			bottom ed, ball nose w/ grove			
			split tube, overhead closer			
			c-type handle, lack set			
			pc push & pull			
			Delivery of Term should be 7 days upon the receipt of the P.O.			
Approved Budget Ceiling:			P351,000.00			
				Please fill up the space for Bidder's Specifications.		
				Failure to indicate could be basis for non-compliance.		
Purpose: For the Replacement of Glass Door Pantawid and Kalahi DSWD FO XII Building						

IMPORTANT: The winning bidder MUST SIGN the original copy of Purchase Order (PO) or Letter Order (LO) at DSWD Field Office XII, Property and Supply Unit within three (3) days from the date advance copy was served thru fax.
 FAILURE to show up and sign the original PO means that the bidder is not interested and will be a ground for suspension/blacklisting in DSWD's future biddings.

Canvassed by: _____ Certified by: _____
 (Signature over printed name) **SAIFODEN T. BATABOR** (Signature over printed name)
 Canvasser Head, Procurement Section Supplier