

**DEPARTMENT OF SOCIAL WELFARE & DEVELOPMENT**

Field Office XII, Koronadal City

**REQUEST FOR QUOTATION**

Company Name: \_\_\_\_\_  
Address \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Contact No.: \_\_\_\_\_

RFQ No.: 2020-08-0546  
Date: 9/7/2020

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](mailto:procurement.fo12@dswd.gov.ph) on or before September 14, 2020, 10:00 A.M.

Very truly yours,

  
**SAIFODEN T. BATADOR**  
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 shall be delivered 7 days upon receipt of the PO.
4. Place of Delivery: DSWD FO12
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 undelivered item/s
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