

**DEPARTMENT OF SOCIAL WELFARE & DEVELOPMENT**

Field Office XII, Koronadal City

**REQUEST FOR QUOTATION**

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

RFQ No.: 2020-09-0592  
Date: 9/18/2020

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 25, 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 and services shall be delivered "As Per Schedule"
4. Place of Delivery: General Santos City
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

(Annex A)

DEPARTMENT OF SOCIAL WELFARE & DEVELOPMENT

Field Office XII, Koronadal City

Company Name:
Address:
Contact Person:
Contact No.:
BIR TIN Number:

RFQ No.: 2020-09-0592
Date: 9/18/2020

VAT NON-VAT

Table with 7 columns: ITEM NO., QUANTITY, UNIT, PURCHASER'S SPECIFICATION, BIDDER'S SPECIFICATION, UNIT COST, TOTAL. Row 1: 1, 44, pax, Accommodation and Catering Services ( 2 days live in). Includes detailed specifications for room accommodation, meals, function room, and other amenities.

Purpose: Regional Work and Financial Planning Workshop

IMPORTANT: The winning bidder MUST SIGN the original copy of Purchase Order (PO) or Latter 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)
Canvasser

SAIFODEN T. BATABOR
Head, Procurement Section

(Signature over printed name)
Supplier