

**SUPPLIER'S QUOTATION**

Form

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Field Office Caraga - R. Palma Street, Capitol Site, Butuan City

Fax No. 815-9173 / Tel No. 342-5619

Email Add: focrg@dswd.gov.ph or dswdprocurement13@gmail.com

Request for Quotation

Mode Procurement : SMALL VALUE PROCUREMENT
Company Name : _____
Address : _____
Contact Person : _____
Contact Number : _____

PhilGEPS Solicitation No. :
PhilGEPS Reference No :
RFQ No : 25-03-0870
RFQ Date : Mar. 31, 2025

Sir/Madam:

Please quote your government price/s including delivery charges, VAT and other applicable taxes and other incidental expenses for the goods/services listed in Annex A. Failure to indicate information could be basis for non-compliance. Also, furnish us with descriptive brochures, catalogues, literatures and/or samples, if applicable.

If you are 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 accomplish and submit this form together with Annex A to DSWD Caraga-BAC Secretariat at the address indicated above not later than April 4, 2025 and open quotation may be submitted.

Very truly yours,

RYAN V. FLAMONTE
Procurement Section Head

Terms and Conditions

- Award shall be made on : ☐ Per item basis ☐ Lot/Package ☒ Total Quoted;
- Quotation validity shall not be less than 30 days calendar days;
- Goods shall be delivered within: per scheduled date
- Place of Delivery : DSWD Caraga Regional Office, Capitol Site, Butuan City
- Term of Payment within 30 days
- Liquidated damages / Penalty (1/10) of one percent for every day of delay shall be imposed
- Indicate brand name, model and country of origin (for I.T. Equipments);
- In case of discrepancy between unit cost and total cost, unit cost shall prevail;
- Warranty _____

(Signature Over Printed Name of Canvasser)

(Signature Over Printed Name of Supplier)

Signature Over Printed Name of Supplier