REPUBLIC OF THE PHILIPPINES
NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY

REQUEST FOR QUOTATION

P.R. No/Date : **18-05-198**
May 29, 2018

RFQ No./Date: **18-06-146**
June 1, 2018

Gentlemen/Ladies:

We would like to request you to please quote your lowest price/s for the item/s listed in the attached form. Your submission shall be prepared in accordance with the following requirements:

1. Indicate or write your quotation using this form or your company letterhead. Supplemental information, if any, using your company stationary may be attached to reflect the complete specification of bid e.g., brand name, model, pictures/brochures/literature, etc.
2. Put your quotation in a **SEALED ENVELOPE** and label the envelope with the PR and RFQ numbers or PhilGEPS Reference Number;
3. Address/send your quotation to the **NBAC Secretariat c/o the undersigned** at 2nd floor of the address below; and
4. The deadline for submission of your quotation is on 10:00am of June 11, 2018.

The mode of procurement is Shopping , with an Approved Budget for the Contract (ABC) of PhP2,000.00

Your participation to this bidding shall be subject to the requirements as identified below:

- ✓ **Registered with PhilGEPS (Attach copy during submission of offer).***
- ✓ **Quotation must be inclusive of all applicable government taxes** and subject to 5% F-VAT and 1% (PO) or 2% (JO) deductions. **Cash on Delivery (COD) will not be accepted.**
- ✓ Bids should not exceed the Approved Budget for the Contract (ABC) in the amount of PhP2,000.00
- ____ Award shall be made by lot (please bid for all items to avoid disqualification of bid).
- ✓ Award shall be made by item.
- ✓ Bids should be valid for a **minimum of 30 calendar days** from deadline of submission of bids as indicated above.
- ✓ Procured items shall be delivered to NEDA sa Pasig.
- ____ An Authority to Sell shall be submitted in bidding for branded ICT items (except supplies).
- ____ For the repair of equipment/vehicle, on-site inspection of the unit shall be required before submission of bids.

ALTERNATIVE BIDS OR BID WITH MULTIPLE OPTIONS SHALL BE REJECTED (NBAC Resolution No. 7 (2012)

With the end view of obtaining the contract most advantageous to the government, NEDA reserves the right to: 1) accept or reject any or all the quotations/bids and waive any minor deviation in the bid which will not materially affect the substance of the bid; 2) award the contract on a **per item**/lot basis; and 3) to annul the bidding process and to reject all quotations/bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

All bidders will be informed of the results of this procurement.

The delivery schedule shall be completed within fifteen (15) calendar days to be reflected in the Purchase/Job Order. Failure to comply with this delivery schedule shall be subject to the salient provisions of the Revised IRR of R.A. 9184. Section 68 (Liquidated Damages).

For clarifications, please contact the Procurement Management Division, c/o Ms. Gilda A. Ibno in the address/telephone numbers below.

Cynthia A. Villena
CYNTHIA A. VILLENA
Head, NBAC Secretariat

Dear Ms. Villena,

Indicated below is our quotation in response to the RFQ above.....

Item No.	QTY	UNIT	ITEM/DESCRIPTION	BRAND	UNIT PRICE	TOTAL (PhP)
1	1	unit	**Coffee maker**			
			Ten (10) cups			
			Stainless steel carafe			
			Removable filter			
			Anti-drip feature			
			Qualification and Other Requirements			
			Must submit the following:			
			a. PhilGEPS Registration Number; and			
			b. Mayor's/Business Permit.			
			**********Nothing Follows**********			
					TOTAL:	

Amount in Words:

Contractor's Declaration:

a. I/We have "Read and Accepted and Good for Agreement" the attached detailed specifications or Terms of Reference (TOR), whichever is applicable, with page and annexes signed by duly authorized representative of _____ (company) on the provided "Conforme Box";

b. I/We abide by this bid/quotation for the period of 30 days from the deadline of submission of bid as indicated in the Request for Quotation (RFQ) and it shall remain binding upon us; and

c. I/We shall undertake, if our bid is accepted, to commence the Service Works as soon as is reasonably possible after the receipt of the Notice of Award or Notice to Commence, and deliver the whole of the Service/Works in the Job Order/Purchase Order within the time stated in the TOR/detailed specification.

CONFORME

Signature : _____

Name/Designation : _____

Name of Company : _____

Cheque payment payable to: _____

Address : _____

Telephone/Fax/Email : _____

TIN No. : _____ ¦VAT ¦ Non-VAT