REPUBLIC OF THE PHILIPPINES
NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY

REQUEST FOR QUOTATION

P.R. No/Date : **18-09-345**
September 12, 2018

RFQ No./Date: **18-09-238**
September 14, 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 12:00nn of September 19, 2018

The mode of procurement is Small Value Procurement , with an Approved Budget for the Contract (ABC) of PhP825,000.00

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

✓ **Registered with PhilGEPS (Attach a copy to your quotation/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 PhP825,000.00
___ 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 15 calendar days from receipt of 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.

for **MA. MONICA P. PAGUNSAN**
Head, NBAC Secretariat

Dear Ms. Pagunsan,
Indicated below is our quotation in response to the RFQ above.....

Item No.	QTY	UNIT	ITEM/DESCRIPTION	BRAND	UNIT PRICE	TOTAL (PhP)
1	1	License	**One year subscription of 55 user licenses for PDF Editor**			
			Minimum Specifications:			
			Create, convert and combine multiple documents and images to PDF files			
			Insert, delete, organize and split by extracting one or more pages in PDF			
			Add comments to PDFs with a highlighter, sticky notes, and more			
			Add bookmarks, headers, numbering, and watermarks			
			Create password protected PDF			
			Automatically optimize PDFs to reduce file size			
			Compare two versions of a PDF to review all differences			
			Fill, sign, and send forms on your computer or mobile device			
			Optical Character Recognition (OCR)			
			Compatible with Windows, Mac, Android and iOS			
			Deliverables:			
			E-copy of 55 license key files, can be managed using web-based Admin console			
			Downloadable/Disc installer with Electronic copy of Manual			
			***Qualification and Other Requirements**			
			Must submit the following:			
			a. PhilGEPS Registration Number;			
			b. Mayor's/Business Permit;			
			c. Omnibus Sworn Statement (see attached); and			
			c.1 Photocopy of government issued ID; and			
			c.2 Notarized Special Power of Attorney, Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable.			
			d. Income/Business Tax Return.			
			**********Nothing Follows**********			
	Note: Please take note of the stated requirements above.					
	Delivery Period: see stated schedule above.					
	Payment Terms: Payment will be processed after the delivery of goods.					
	The winning bidder shall provide Sales Invoice and Delivery Receipt.					
					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