



REPUBLIC OF THE PHILIPPINES
NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY

REQUEST FOR QUOTATION

P.R. No/Date : 18-09-354
September 12, 2018

RFQ No./Date: 18-10-286
October 17, 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 October 24, 2018

The mode of procurement is Small Value Procurement, with an Approved Budget for the Contract (ABC) of PhP95,000.00.

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 PhP95,000.00
 - ☐ 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 30 calendar days from receipt of the 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. Ibo in the address/telephone numbers below.

MA. MONICA P. PAGUNSAN
Head, NBAC Secretariat

Dear Ms. Pagunsan,

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

[illegible]

PRAA No. 18-09-354

Description Supply of labor and materials for the glass door panels and partitions, including delivery charges for the improvement of conference room at the Infrastructure Staff (IS).

Specifications:

1. Dimensions (See Annex 1);
2. 12mm clear tempered glass;
3. Frosted film sticker (white, 2 mils);
4. Stainless steel patch fittings (chrome finish);
5. 24" H-shape stainless steel pull handle;
6. 3/4" x 3/4" x 1/8" U-channel anodized aluminum; and
7. Silicon sealant.

Terms and Conditions:

1. Bidders shall conduct actual measurement on site prior to submission of bids; and
2. Winning bidder shall guarantee that all materials used are free from defects. If found defective, the winning bidder shall replace within three months from completion all defective items at no cost to NEDA.

***Qualification and Other Requirements**

Must submit the following:

- a. PhilGEPS Registration Number;
- b. Mayor's/Business Permit; and
(if your Mayor's or Business Permit has been issued subject to compliance with certain conditions, please submit proof of compliance thereto. Otherwise, non-submission shall be grounds for disqualification.)
- c. Omnibus Sworn Statement (see attached).
 - 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.

Conforme:

Bidder's Company Name

Name & Signature of Authorized Representative

Designation

Date

