

REQUEST FOR QUOTATION / PROPOSAL

NATIONAL COUNCIL ON DISABILITY AFFAIRS

Date: September 24, 2020

Name of Company

RFQ No.: 202009038

NCDCA Bldg., Isidora St., Brgy. Holy spirit, Q.C

PR No.: 20090259

Telfax: 02 951-5925; Email: supply.ncda@gmail.com

Complete Company Address

PHILGEPS Ref. No.:

To whom it may concern:

Please quote your lowest price/s on the lot or item/s below, subject to General Conditions indicated herein, stating the shortest time of delivery and submit your quotation duly signed by your official representative not later than September 28, 2020 at 2:00 PM to the address listed above.

Very truly yours,

Myrla P. Sedenio
BAC Chair / BAC Designate

CANVASSERS'S CERTIFICATION

This is to certify that I have full knowledge, authority and responsibility in distributing and/or collecting the Request for Quotation in accordance to the guidelines in securing prices for the National Council on Disability Affairs.

ALBERTO R. VILLA, JR.
AUTHORIZED CANVASSERS

PLEASE QUOTE: **PER LOT/PER ITEM**

SUPPLIER/CONTRACTOR/CONSULTANT'S PROPOSAL BOX

No	ITEM DESCRIPTION (ITEM NAME&TECHNICALSPECIFICATIONS)	QTY.	UNIT	APPROVED BUDGET OF CONTRACT (ABC)	FINANCIAL PROPOSAL (Indicate the Price Offer)		TECHNICAL PROPOSAL (Indicate Brand/Model Offer)	
					Unit Price	Total Price	Yes	No
1	Alcohol, Ethyl 70%	20	Gallon	10,000.00				
2	PVC Cover, Long	20	Pack	6,000.00				
3	Board Vellum White Legal	20	Pack	3,400.00				
4	Board Vellum White A4	20	Pack	3,400.00				
5	Board Vellum Cream Legal	10	Pack	1,700.00				
6	Board Vellum Cream A4	10	Pack	1,700.00				
7	File Tab Divider, A4	100	Set	2,000.00				
8	File Tab Divider, Long	100	Set	2,000.00				
9	Correction Tape	50	Piece	1,000.00				
10	Data Folder, taglia lock	50	Piece	5,500.00				
11	Disinfectant Spray, Aerosol Type	30	Can	4,500.00				
12	Disinfectant, Bleaching Solution	20	Gallon	10,000.00				
13	Furniture Cleaner, aerosol, 300ml	20	Can	2,000.00				
14	Multi-purpose Screen window dust remover-Screen Window Glass Wipper, Adjustable	10	Piece	3,000.00				
15	Glass Cleaner, pine scent 500ml	20	Bottle	2,400.00				
16	Garden Water Host 60 meter, 1/2"	4	Piece	14,000.00				
17	Extension Cord, 5meters	10	Piece	5,000.00				
18	Ceiling Broom	5	Piece	2,500.00				

GENERAL CONDITIONS

1. All entries must be typewritten and legible;
2. Bidders must submit certificate of PHILGEPS Registration ; or
3. Bidders must submit necessary business permits (SEC, LGU, DTI , CDA, etc.);
4. Place this RFQ in a sealed envelope and type the following details on the face of the envelope:

Your Company Name

RFQ No.

PR No.

PHILGEPS Reference No.

5. Delivery period must be at least within seven (7) calendar days upon receipt of the Notice of Award(Indicate the days of delivery in the Bidder's Certificate box)
6. Item/s delivered must have warranties for unit replacements, parts, labor or other services;
7. Price validity shall be for a period of three(3) months;
8. Quoted prices must be inclusive of taxes, and other charges or fees and shall not exceed the Approved Budget for the Contract(ABC);
9. Transaction with (Name of Agency) shall mean compliance by the winning bidder with the bid and delivery requirements before the issuance of check payment;
10. Failure to comply with these conditions shall mean disqualification of your bid proposal

SUPPLIER/CONTRACTOR/CONSULTANTS
CERTIFICATION

Date:_____

After having carefully read and accepted Your General Conditions, I/We quote you on the item/s at price/s noted above for immediate delivery and shipment which can be made in _____ days from receipt of the Notice of Award.

***Print Name & Signature of
Authorized Representative***

Company Tel./Fax/Mobile No.

Company Tax Identification No. (TIN)