

REQUEST FOR QUOTATION / PROPOSAL

NATIONAL COUNCIL ON DISABILITY AFFAIRS

Date: October 22, 2020

Name of Company

RFQ No.: 202009047

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

PR No.: 20090299;20090252;
20100341; 20100357

Telfax: 8951-5925; 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 October 26, 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.

LILA LYNN S. SIMON
AUTHORIZED CANVASSER/S

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	Double Door Metal File Cabinet Specs: swing door, with lock, metal	4	unit	20,000.00				
2	Steel Filing Cabinet Specs: 4 Drawers, light gray color, with lock	1	unit	12,600.00				
3	Multi-Purpose Steel Rack Specs: Metal/Steel, 5 tier/shelf	4	Unit	14,150.00				
4	Display Cabinet Specs: with shelves and door, with drawers	1	Unit	4,000.00				
5	Gang Chair/Reception Chair Specs: 4-seater, stainless steel	1	Unit	8,500.00				
6	Steel Office Filing Cabinet Two-sliding Door	3	unit	39,000.00				

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)