



# NATIONAL COUNCIL ON DISABILITY AFFAIRS

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

Telfax: 02 951-5925; Mobile: 09253364760

Email: supply.ncda@gmail.com

## REQUEST FOR QUOTATION / PROPOSAL

Date: June 29, 2021

RFQ No.: 202106038

PR No.: 21060250

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 July 6, 2021 at 11:00 AM to the address listed above.

Very truly yours,

*DCB*  
DANDY C. VICTA

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.*  
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	Scanner Specs: 7500 Flatbed with Automatic Document Resolution: up to 600 dpi Daily duty cycle – 3000 pages	1	unit	80,000.00				

### 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)