



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: August 9, 2021

RFQ No.: 202108045

PR No.: 21070304

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 August 16, 2021 at 11:00 AM to the address listed above.

Very truly yours,

Dandy C. VICTA
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/CONT RACTOR/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	Junior Executive Chair Midback leatherette chair with tilting mechanism, height adjustable, fixed arm rest *To be use by NCDA Officers at DRDC Building.	10	piece	60,000.00				

GENERAL CONDITIONS

- All entries must be typewritten and legible;
- Bidders must submit certificate of PHILGEPS Registration ; or
- Bidders must submit necessary business permits (SEC, LGU, DTI , CDA, etc.);
- 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.
- 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)
- Item/s delivered must have warranties for unit replacements, parts, labor or other services;
- Price validity shall be for a period of three(3) months;
- Quoted prices must be inclusive of taxes, and other charges or fees and shall not exceed the Approved Budget for the Contract(ABC);
- Transaction with (Name of Agency) shall mean compliance by the winning bidder with the bid and delivery requirements before the issuance of check payment;
- 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)