



NATIONAL COUNCIL ON DISABILITY AFFAIRS


NCDA Bldg., Isidora St., Brgy. Holy spirit, Q.C
 Trunkline: 8-932-6422 loc 110; Mobile: 0968 544 1451
 Email: supply.ncda@gmail.com

REQUEST FOR QUOTATION / PROPOSAL

Date: October 12, 2021
 RFQ No.: 202110061
 PR No.: 21090434
 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 20, 2021 at 11:00 AM to the address listed above.

Very truly yours,

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.
 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	2022 NCDA Desk Calendar Specifications: Size: 8 x 7 cm Color – Full Color 1 cover, 12 months Wire-O Bound, Hardboard Ease File Format: PDF *Attached is sample design	500	piece	175,000.00				

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)