



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 25, 2021

RFQ No.: 202110064

PR No.: 21090426

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 November 1, 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/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% with moisturizer	50	Gallon	105,900.00				
2	Liquid Hand Soft, 500ml	50	Bottle					
3	Trash Bag, Black, 940mm x 1016mm	50	Pack					
4	Stapler Remover, Plier Type	30	Piece					
5	Multipurpose plain rag (basahang bilog)	1000	Piece					
6	Board Vellum White Legal	30	Pack					
7	Board Vellum White A4	30	Pack					
8	Board Vellum Cream Legal	10	Pack					
9	Board Vellum Cream A4	10	Pack					
10	Data Folder, taglia lock	120	Piece					
11	Data File Box close end	50	Piece					
12	Cleaner, Toilet Urinal	30	Bottle					
13	Light Bulb, LED 12watts	50	Piece					
14	Fluorescent Linear Tube, LED 18 watts	50	Piece					
15	Flash Drive, 16gb	100	Piece					

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)