

REQUEST FOR QUOTATION / PROPOSAL

NATIONAL COUNCIL ON DISABILITY AFFAIRS

Date: May 21, 2019

Name of Company

RFQ No. : 19050017

NCD A Bldg., Isidora St., Brgy. Holy spirit, Q.C
Telfax: 02 951-5925; Emai: supply.ncda@gmail.com

PR No.: 19050198

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 May 30, 2019 at 2:00 PM to the address listed above.

Very truly yours,

MATEO A. LEE, JR.
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/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	Board and Lodging Triple Sharing Date: July 22-26, 2019 July 22 – Check – in of participants and secretariat with lunch and dinner July 23-25 – Full Board Meal Check-out July 26 with breakfast Inclusion: Wifi in conference and guest room LCD Projector Flowing Coffee Tarpaulin as backdrop on stage Accessible Facilities for persons with disabilities (guest room, toilet, ramps, elevator and function room) Service Provider: To send buffet menu list. No repeat menu *For the conduct of LGU Convention of PDAO and Accessibility Audit on July 22-26, 2019 in Metro Manila	80	pax	640,000.00				

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)