

REQUEST FOR QUOTATION / PROPOSAL

NATIONAL COUNCIL ON DISABILITY AFFAIRS

Date: August 16, 2019

Name of Company

RFQ No. : 19070033

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

PR No.: 19060251

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 August 22, 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	Venue and Meals September 12: Meals (AM Snack, Lunch and PM Snack Room Arrangement for 4 pax for 2 nights Twin Sharing: Check-in September 11, Check-out September 13 *For the conduct of NCDA Board Meeting on September 12, 2019 in Metro Manila	40	pax	64,000.00				

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)