REQUEST FOR QUOTATION / PROPOSAL

NATIONAL COUNCIL ON DISABILITY AFFAIRS

Name of Company

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

Date: September 2, 2020

RFQ No.: 202009029

PR No.: 20080225

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 September 7, 2020 at 2:00 PM to the address listed above.

Very truly yours,

Myrla P. Sedenio
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	Face Shields With inscribed NCDA logo *For distribution to persons with disabilities including their families for their use during the COVID-19 pandemic period	5000	piece	**250,000.00**				

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)