



# 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.: 21090435

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,

*[Signature]*  
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.

*[Signature]*  
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	2022 NCDA Coffee Mug Specifications: Ceramic 300ml – 10oz Sublimation printing Microwave and dishwasher safe Inscribed NCDA Logo and agency contact details  *Attached is sample design	500	piece	75,000.00				

### 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)