

REQUEST FOR QUOTATION

Date: August 3, 2022
RFQ No. 2022-08-0041

Company/Business _____
Name: _____
Address: _____
Business/Mayor's Permit No. _____
TIN: _____
PhilGEPS Registration Number (required) _____

The **Philippine Center for Economic Development (PCED)**, through its Bids and Award Committee (BAC), intends to procure **Supply and delivery of Customized File Box** through **Section 53.9 (Negotiated Procurement – Small Value Procurement)** of 2016 revised Implementing Rules and Regulation of Republic Act No. 9184.

Please quote your **best offer** for the Item/s described herein address to:

Dr. Renato E. Reside Jr.
Chairperson, Bids and Award Committee
Room 207 Encarnacion Hall, UP School of Economics Bldg., Diliman, Quezon City 1101
Telephone No.: (02) 8-9279686 loc 207
Email: bacsec@pced.gov.ph

Subject to the Terms and Conditions provided on this Request for Quotation (RFQ).
Submit your quotation duly signed by your authorized representative **not later than 10 August 2022 at 5:00 PM.**

The following documents are also required to be submitted along with your quotation on the specified deadline above or before a notice of award is issued:

Document	Remarks
Copy of 2022 Mayor's or Business Permit	In case not yet available, you may submit your expired 2021 Mayor's or Business Permit with the Official Receipt of renewal application. However, a copy of your 2022 Mayor's or Business Permit shall be required to be submitted after award of contract but before payment.

1 In case of discrepancy on the business name as reflected on this RFQ and as reflected in the Business Permit, the latter shall prevail.

For any clarification, you may contact us at telephone no. or email address provided.


GERLIE P. PALOMA
Head, Bids and Awards Committee Secretariat

INSTRUCTIONS:

Note: Failure to follow these Instructions will disqualify your entire quotation:

- (1) Do not alter the contents of this form in any way.
- (2) The use of the RFQ is **highly encouraged** to minimize errors or omission of the mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ only pertains to deadline extension.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.

In case a prospective supplier/service provider submits a filled-out RFQ with supporting documents (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.

- (3) **All mandatory technical specifications with asterisks (*) must be complied with.** Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
- (4) Quotations may be submitted through electronic mail: bacsec@pced.gov.ph.

Compressed password-protected price quotations, in case of electronic submission, shall be sent at bacsec@pced.gov.ph with the corresponding password.

- (5) Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotation submitted via electronic mail, the date and time of receipt indicated in the email shall be considered.

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties, and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and conditions stated herein.
6. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
7. In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the PCED shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
8. The item/s shall be delivered according to the accepted offer of the bidder.
9. Item/s delivered shall be inspected on the scheduled date and time of the PCED. The delivery of the item/s shall be acknowledged upon delivery to confirm compliance with the technical specifications.
10. Payment shall be made after the delivery and upon the submission of the required supporting documents, i.e., Order Slip and/or Billing Statement, by the supplier, contractor, or consultant.
11. Liquidated damages equivalent to the tenth of one percent (0.001) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The PCED shall rescind the contract one the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other

courses of action and remedies open to it.

After having carefully read and accepted the Instructions and Terms and Condition, I/we submit our quotation for the Item/s as follows:

Supply and Delivery of Customized File Box			
Technical Specifications:	YES	NO	REMARKS
- 9"W x 16"L x 4.5"H*;			
- Chipboard, 3mm thickness*;			
- Outside cover: Leatherette paper*;			
- Maroon*.			
- Inside cover: Coated paper *;			
- White*;			
*****nothing follows*****			

Schedule of Requirements:

The delivery schedule stipulates hereafter the date of delivery to the project site.

Item	Description	Quantity	Delivery schedule
1	Supply and Delivery of Customized File Box	100 pieces	Within 7 calendar days upon receipt of Notice to Proceed to be delivered to Encarnacion Hall, UP School of Economics Building, UP Campus, Diliman, Quezon City

FINANCIAL OFFER:

Terms of Payment:

Payment shall be made through check within thirty (30) days after Submission of Billing and User Acceptance of the product.

Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate "0" if item being offered is for free.

Supply and Delivery of Customized File Box	
Approved Budget for the Contract:	Total Offered Quotation

Twenty Nine Thousand Nine Hundred Pesos (Php 29,900.00)	In Words:

	In Figures:

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email address/es