

# REQUEST FOR QUOTATION

## FOR: SUPPLY AND DELIVERY OF PLAQUES, TOKENS, AND OTHER SUPPLIES FOR THE PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE)- LOYALTY SERVICE AWARDING CEREMONY

\_\_\_\_\_  
Name of Company

Date: August 3, 2024

\_\_\_\_\_  
Complete Company Address

RFQ No.: NLONTOC-RFQ-259-2024

PR No.: 2024-7-1743/ 8-1-2024

PHILGEPS Ref. No.: 11114944

**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 6, 2024 at 5:00 PM to the BAC Office, 2/F Provincial Capitol Bldg., Brgy. San Agustin, Trece Martires City.**

Very truly yours,

  
ENGR. GILBERT W. GANDIA  
BAC-A Chairman

**CANVASSER'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 **Office of the Provincial Governor** of the Provincial Government of Cavite.

\_\_\_\_\_  
(Printed Name & Signature)  
AUTHORIZED CANVASSER

PLEASE QUOTE: **PER ITEM**

BIDDER'S PROPOSAL BOX

No	ITEM DESCRIPTION (Item Name & Technical Specifications)	QTY.	UNIT	APPROVED BUDGET OF CONTRACT (ABC)	FINANCIAL PROPOSAL (Indicate the Price Offer)		TECHNICAL PROPOSAL	DELIVERY (days/weeks)
					Unit Price	Total Price		
1	Certificate Frame	137	pcs	18,906.00				
2	Glass Plaque Size: 8"x5"	93	pcs	114,390.00				
3	Glass Plaque Size: 10"x6"	4	pcs	5,680.00				
<b>**SEE PAGE 2 FOR CONTINUATION**</b>								

**GENERAL CONDITIONS**

1. All entries must be legibly handwritten or typewritten with no erasure;
2. Bidders must submit the required documents as follows:
  - a) Valid DTI Business Name Registration and/or SEC or CDA Certificate
  - b) Valid Mayor's Permit
  - c) PhilGEPS Online Registration
  - d) BIR Certificate
  - e) Income Tax Return (ITR) for ABC above 500k
  - f) Authority of Signing Official and/or Representative
    1. Special Power of Attorney if single-proprietorship or Partnership (N/A if representative is the owner or general partner)
    2. Notarized Secretary's Certificate with attached Board Resolution if corporation or cooperative
    3. Photocopy of two (2) valid ID's of authorizing officer and representative
  - g) All prospective bidders may get the original signed Request for Quotation at the BAC Office, Provincial Capitol Bldg., Brgy. San Agustin, Trece Martires City for submission together with the eligibility requirements on or before the closing date.
  - h) Notarized omnibus sworn statement.
  - i) Other documents as may be required.
3. Place this RFQ in a sealed envelope and type the following details on the face of the envelope:
 

Company Name  
RFQ No.  
PR No.  
PHILGEPS Reference No.
4. Delivery period must be within **15** calendar days from date of receipt of the Purchase Order/ Notice to Proceed (Indicate the days of delivery in the Bidder's Proposal box)
5. Item/s delivered must have warranties for unit replacements, parts, labor or other services;
6. Price validity shall be for a period of three(3) months;
7. Quoted prices must be inclusive of taxes, and other charges or fees and shall not exceed the Approved Budget for the Contract (ABC);
8. If Bid is accepted, the supplier undertakes to provide a performance security in the form, amounts, and within the times specified in the Revised IRR of R.A. 9184;
9. It is understood that the Provincial Government of Cavite is not bound to accept the Lowest Calculated Bid or any Bid it may receive;
10. Transaction with the Provincial Government of Cavite shall mean compliance by the winning bidder with the bid and delivery requirements before the issuance of check payment;
11. Failure to comply with these conditions shall mean disqualification of your bid proposal.

**SUPPLIER/CONTRACTOR/CONSULTANT's 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 To Proceed.

\_\_\_\_\_  
Printed Name & Signature  
of Authorized Representative

\_\_\_\_\_  
Company Tel./Fax/Mobile No.

\_\_\_\_\_  
Company Tax Identification No. (TIN)



**Page 2 of Request For Quotation for the SUPPLY AND DELIVERY OF PLAQUES, TOKENS, AND OTHER SUPPLIES FOR THE PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE)- LOYALTY SERVICE AWARDING CEREMONY**

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					Unit Price	Total Price		
4	TOKENS	4	set	6,000.00				
	-wooden crate -1 drip on coffee- premium 125g -2 lettuce chips -1 mug -1 dark chocolate cookies -1 herbal tea							
5	Garland	2	pcs	760.00				
	<b>**NOTHING FOLLOWS**</b>							
	<b>TOTAL</b>			<b>145,736.00</b>				

\_\_\_\_\_  
*Company Name*

\_\_\_\_\_  
*Address*

\_\_\_\_\_  
*Printed Name & Signature of Authorized Representative*