

REQUEST FOR QUOTATION

Company Name and T.I.N

Address

Vat/Non-Vat: _____, COD/CREDIT: _____

Please quote your lowest price on the item(s) below per PR No. _____, subject to the general conditions at the bottom, stating the shortest time of delivery. Submit your quotation based on the **Approved Budget for the Contract (ABC)** per unit and duly signed by your representative not later than _____, in the return envelope attached herewith.

AMOR J. GAPUZ
Procurement Officer

Item No.	Item and Description / Specification	ABC per Unit	Qty.	Unit	Unit Cost	Total Cost
1	LOCAL TRANSPORT PERMIT	580.00	125	pad		
	Specification					
	Anti forgery A4 size white-colored paper					
	Three (3) copies for each set					
	- White for client					
	- Yellow for file copy					
	- Blue for extra copy for client					
	Font Cambria					
	xxxxxxx nothing follows xxxxxx					

After having carefully read and accepted your General Conditions, I/We quote you on the item/s at prices quoted above.

Canvasser: _____
Name and Signature

Date: _____

Printed Name/Signature

Tel. No./Cellphone No.

Date

GENERAL CONDITIONS:

1. All entries must be filled in, legible, preferably typewritten/encoded.
2. Bidders must submit documentary requirements indicated in the Checklist below.
3. Any alteration/erasure/overwriting shall be initialed by the bidder or his authorized representative.
4. Delivery must be within five (5) calendar days upon receipt of the Purchase Order.
5. Item/s delivered must have warranties for unit replacements, parts, labor or other services.
6. Price offer validity shall be for a period of six (6) months from the Bidder's RFQ date.
7. Transactions with BFAR shall mean compliance by the winning Bidder with the bid proposal and delivery requirements before processing of payment.
8. Failure to comply with these conditions shall mean **DISQUALIFICATION** of your bid.

Checklist of Documentary Requirements (Certified True Copy)	ABC below P50,000	ABC above	ABC above
1. Business Permit	√	√	√
2. PhilGEPS Registration Number	√	√	√
3. Omnibus Sworn Statement	-	√	√
4. Income Tax Return	-	-	√
5. Professional License & Curriculum Vitae (Consultancy)	√	√	√
6. PCAB License (Infrastructure)	√	√	√
7. NFCC (Infrastructure)	√	√	√