

REQUEST FOR QUOTATION

 Company Name

 Address

Please quote your lowest price on the item/s listed below, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than _____.

Anson M. Tasta
ANSON M. TASTAG
 Chairperson, Bids and Awards Committee

- NOTES: 1. ALL ENTRIES MUST BE TYPEWRITTEN OR PRINTED LEGIBLY.
 2. DELIVERY PERIOD IS WITHIN 15 CALENDAR DAYS.
 3. WARRANTY SHALL BE FOR A PERIOD OF SIX (6) MONTHS FOR SUPPLIES & MATERIALS/ONE (1) YEAR FOR EQUIPMENT, FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY.
 4. PRICE VALIDITY SHALL BE VALID FOR A PERIOD OF 30 CALENDAR DAYS.
 5. PHIL-GEPS REGISTRATION CERTIFICATE SHALL BE ATTACHED UPON SUBMISSION OF THE QUOTATION.
 6. BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT BEING OFFERED.

Title of Procurement:
 One (1) Year Subscription of Canva Pro Subscription, CMS Plug in and Various Adobe License Subscription
Purpose:
 For official use of BMB
Approved Budget for the Contract (ABC):
 P70,000.00

ITEM NO.	ITEMS/DESCRIPTIONS	QTY./ UNIT	UNIT PRICE	TOTAL PRICE
1	Canva Pro Subscription One (1) year	3 lot	P _____	P _____
2	Various Adobe License Subscription One (1) year	1 lot	P _____	P _____
3	CMS Plug in One (1) year	1 lot	P _____	P _____
			GRAND TOTAL:	P _____

Additional Requests from Procuring Entity:
 Please provide sample upon request of end-user
 Please see full specifications/attached sample design for reference.
 Other conditions to this request, please state:
For more info, please contact the end-user at 8924-6031 loc. 226/253
Kindly address all proposals to the Chairperson, Bids and Awards Committee

Contract shall be awarded to the bidder per:
 Item basis
 Lot basis

Bidders must submit the following requirements upon submission of proposal. Non-submission of these requirements shall be grounds for disqualification from the bidding process:

- DTI/SEC Registration Certificate
- Valid and Current Mayor's Permit
- PHILGEPS Certificate of Registration
- BIR Certificate of Registration
- Omnibus Sworn Statement

Important Note:
 -For goods, conforme of the winning bidder must be done within seven (7) calendar days upon serving of the PO.
 -For services, conforme of the winning bidder must be done within fourteen (14) calendar days upon serving of the JO.
 -Notarization of the OSS should be complied with after the award of the contract but before payment pursuant to Item 6.3 of GPPB 09-2020

Brand : _____
 Delivery Period : _____
 Warranty : _____
 Price Validity : _____

After having carefully read and accepted your Request for Quotation, I/We quote you on the item at prices noted above.

 Printed Name/Signature Tel. No./Cellphone No. _____
 Email Address Date