

BIODIVERSITY MANAGEMENT BUREAU
Quezon Avenue, Diliman, Quezon City
Telefax No. 924-6031 local 220

Date: **7-May-21**
Quotation No: **0103-05-21**

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 _____.


RACHELLE JENINE D. ABUEL
Head, BAC Secretariat

- 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: _____

Supply and Delivery of Microsoft Office 2019 and Anti Virus Software

Purpose: _____

For Official Use of CMD

Approved Budget for the Contract (ABC): _____

P 105,000.00

ITEM NO.	ITEMS/DESCRIPTIONS	QTY./ UNIT	UNIT PRICE	TOTAL PRICE
1	Microsoft Office 2019 Professional Plus-Lifetime Apps: Word, Exel, Powerpoint, One Note, Outlook, Publisher, Access, Skype Bussiness Note: Compatible for both Windows and MAC OS	15 Licenses	P _____	P _____
2	Anti Virus - Kasperksy- Internet Security Advanced Suite Real-time Anti-Virus, Anti Phishing, Performance Optimization, Payment Protection, Smart and Fast VPN, Ad Blocker, Private Browsing, WebCam Protection, Adult Content Blocker, Screen-Time Management 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: Bidders must submit the following requirements:* 1. DTI/SEC Registration Certificate 2. Mayor's Permit 3. PHILGEPS Certificate of Registration 4. BIR Certificate of Registration <small>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.</small> <small>*Non-submission of these requirements may be grounds for disqualification from the bidding process.</small>	15 Licenses	P _____	P _____

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