



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

Date: **16-Aug-21**  
Quotation No: **0241-08-21**

**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 \_\_\_\_\_.

**NANCY R. CORPUZ**  
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:**

Supply and Delivery of 150 pieces Polo Shirt

**Purpose:**

For official use of the WRD during the conduct of the 10th Training of Trainers on the Application of the Wildlife Law Enforcement Manual of Operation on November 8-12, 2021

**Approved Budget for the Contract (ABC):**

P 60,000.00

ITEM NO.	ITEMS/DESCRIPTIONS	QTY./ UNIT	UNIT PRICE	TOTAL PRICE
	<p>Polo Shirt</p> <p>Color: Black shirt with white sleeves, bottom hem and collar tipping</p> <p>Fabric: honeycomb</p> <p>Embroidered logos and text (front and back)</p> <p>Assorted sizes (men's size) based on the sample submitted</p> <p>Kindly address all proposal to the Chairperson, Bids and Awards Committee</p> <p><b>Additional Requests from Procuring Entity:</b></p> <p><input checked="" type="checkbox"/> Please provide sample upon request of end-user</p> <p><input checked="" type="checkbox"/> Please see full specifications/attached sample design for reference.</p> <p><input type="checkbox"/> Other conditions to this request, please state:</p> <p>_____</p> <p><b>Award of contract shall be made to the Bidder per:</b></p> <p><input type="checkbox"/> Item basis</p> <p><input checked="" type="checkbox"/> Lot basis</p> <p><b>Bidders must submit the following requirements:**</b></p> <ol style="list-style-type: none"> <li>1. DTI/SEC Registration Certificate</li> <li>2. Mayor's Permit</li> <li>3. PHILGEPS Certificate of Registration</li> <li>4. BIR Certificate of Registration</li> </ol> <p><b>Important Note:</b></p> <p>For goods, conforme of the winning bidder must be done within seven (7) calendar days upon serving of the PO.</p> <p>For services, conforme of the winning bidder must be done within fourteen (14) calendar days upon serving of the JO.</p> <p>*Non-submission of these requirements shall be grounds for disqualification from the bidding process.</p>	150 pcs	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 \_\_\_\_\_



Wildlife Enforcement Officer

- Logo

- Front Text.

- Base Color

- Sleeve,  
Bottom Hem,  
Collar Lining.

- Stitch

- Back Text.