

**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. TAGTAG**  
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 Printing of 100 pcs Polo Shirts with Embroidery  
**Purpose:**  
For official use of NAPWC for the Pagyabong 2023  
**Approved Budget for the Contract (ABC):**  
P55,000.00

ITEM NO.	ITEMS/DESCRIPTIONS	QTY./ UNIT	UNIT PRICE	TOTAL PRICE
1	<p><b>Polo Shirts</b> <i>Specifications:</i> Embroidery- DENR, BMB, NAPWC and DENR-NCR logo Material: Honeycomb Color: Moss Green Design: Please refer to the design provided by NAPWC Sizes: Small: 8pcs Medium: 35 pcs Large: 30 pcs Xlarge: 20 pcs 2XL: 7 pcs</p> <p>Additional Requests from Procuring Entity: <input checked="" type="checkbox"/> Please provide sample upon request of end-user <input checked="" type="checkbox"/> Please see full specifications/attached sample design for reference. <input checked="" type="checkbox"/> Other conditions to this request, please state: <b>For more info, please contact the end-user at 8924-6031 loc. 236/243/240</b> <b>Kindly address all proposals to the Chairperson, Bids and Awards Committee</b></p> <p>Contract shall be awarded to the bidder per: <input type="checkbox"/> Item basis <input checked="" type="checkbox"/> Lot basis</p> <p>Bidders must submit the following requirements upon submission of proposal. Non-submission of these requirements shall be grounds for disqualification from the bidding process:</p> <ol style="list-style-type: none"> <li>DTI/SEC Registration Certificate</li> <li>Valid and Current Mayor's Permit</li> <li>PHILGEPS Certificate of Registration</li> <li>BIR Certificate of Registration</li> <li>Omnibus Sworn Statement</li> </ol> <p><b>Important Note:</b> -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</p>	100 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

These are initial designs of the shirt.

Final design will be provided to the winning bidder.

**MOSS GREEN**

