

Date: **22-Jul-21**
Quotation No: **0218-07-21**

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:	One (1) Year Subscription of Zoom Large Meeting Plan & Google Account Storage Expansion
Purpose:	For the official use of NPD for virtual meetings
Approved Budget for the Contract (ABC):	P 69,000.00

ITEM NO.	ITEMS/DESCRIPTIONS	QTY./ UNIT	UNIT PRICE	TOTAL PRICE
1	1-year Subscription Zoom Large Meeting Plan upgrade from 100 to 500 participants capacity	2 accounts	P _____	P _____
2	1-year Subscription Google Account Storage Expansion upgrade from 30GB (default) to 1TB Storage	1 account	P _____	P _____
			TOTAL :	P _____
<p align="center"><i>* Kindly address all proposals to the Chairperson, Bids and Awards Committee</i></p> <p>Additional Requests from Procuring Entity: <input type="checkbox"/> Please provide sample upon request of end-user <input type="checkbox"/> Please see full specifications/attached sample design for reference. <input type="checkbox"/> Other conditions to this request, please state: _____</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:* 1. DTI/SEC Registration Certificate 2. Mayor's Permit 3. PHILGEPS Certificate of Registration 4. BIR Certificate of Registration</p> <p><small>Important Note: For goods, conform of the winning bidder must be done within seven (7) calendar days upon serving of the PO. For services, conform of the winning bidder must be done within fourteen (14) calendar days upon serving of the JO.</small></p> <p><small>*Non-submission of these requirements may be grounds for disqualification from the bidding process.</small></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