

**BIODIVERSITY MANAGEMENT BUREAU**

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

Date: **29 Jun 23**  
Quotation No: **0305-06-23**  
PR No. **0623.024**

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

*Am*  
**ANSON M. TASTAG**  
Chairperson, Bids and Awards Committee  
*mm*

- 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 100 pcs. Branded Water Flask

**Purpose:** \_\_\_\_\_  
For official use of the WRD for the conduct of the National Conference of Philippine Plant Conservation

**Approved Budget for the Contract (ABC):** \_\_\_\_\_  
P75,000.00

ITEM NO.	ITEMS/DESCRIPTIONS	QTY./ UNIT	UNIT PRICE	TOTAL PRICE
1	<p><b>Branded Insulated Water Flask</b></p> <p><i>Specifications:</i></p> <p>Capacity: 18oz</p> <p>Wide mouth with spout lid vacuum insulated stainless steel drinking</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 checked="" type="checkbox"/> Other conditions to this request, please state:  <u>For more info, please contact the end-user at 8924-6031 loc. 223/224</u>  <u>Kindly address all proposals to the Chairperson, Bids and Awards Committee</u></p> <p>Contract shall be awarded to the bidder per:  <input type="checkbox"/> Item basis  <input checked="" type="checkbox"/> Lot basis</p> <p><b>Bidders must submit the following requirements upon submission of proposal. Non-submission of these requirements shall be grounds for disqualification from the bidding process:</b></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