

**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. TAGATA*  
**ANSON M. TAGATA**  
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 Accounting Software (Latest or 2024)

**Purpose:**  
For official use of the BD Corridor Project

**Approved Budget for the Contract (ABC):**  
P852,600.00

ITEM NO.	ITEMS/DESCRIPTIONS	QTY./ UNIT	UNIT PRICE	TOTAL PRICE
1	<p><b>Accounting Software (latest or 2024)</b> <i>Technical Specifications:</i> BIR ready 4 years subscription license with unlimited support 10 to 15 user simultaneous access Can perform simple to complex accounting processes such as: invoicing, tracking billings and expenses, check printing, bank balance and reconciliation, report generation etc. Cloud-based services with real-time dashboard to view bank balances, bills, invoices and expenses accessible via mobile and desktop User friendly Free system and feature customization upgrade With data backup, system maintenance and data migration feature <b>Includes:</b> User Trainings</p> <p><small>Additional Requests from Procuring Entity: [ ] Please provide sample upon request of end-user [ ] Please see full specifications/attached sample design for reference. [X] Other conditions to this request, please state: <b>For more info, please contact the end-user at 8924-6031 loc. 248/251</b> <b>Kindly address all proposals to the Chairperson, Bids and Awards Committee</b></small></p> <p><small>Contract shall be awarded to the bidder per: [ ] Item basis [X] Lot basis</small></p> <p><small>Bidders must submit the following requirements upon submission of proposal. Non-submission of these requirements shall be grounds for disqualification from the bidding process:</small></p> <ol style="list-style-type: none"> <li>1. DTI/SEC Registration Certificate</li> <li>2. Valid and Current Mayor's Permit</li> <li>3. PHILGEPS Certificate of Registration</li> <li>4. BIR Certificate of Registration</li> <li>5. Sign and Notarized Omnibus Sworn Statement</li> <li>6. Income Tax Return (ITR)</li> </ol> <p><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. -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</small></p>	1License	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