


REQUEST FOR PROPOSAL

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. CONTRACT DURATION IS WITHIN 1 YEAR.  
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 Credit Line Facility for Plane Tickets (Local/International)

Purpose: \_\_\_\_\_

For International and Emergency Local Travel

Approved Budget for the Contract (ABC): \_\_\_\_\_

P500,000.00

ITEM NO.	ITEMS/DESCRIPTIONS	QTY./ UNIT	UNIT PRICE	TOTAL PRICE
	<p><b>Credit Line Facility for Plane Tickets (Local/International)</b></p> <p>Working days Working hours <i>Service provider should provide the following details on the proposal:</i></p> <p>(Local) Service Fee Cancellation Fee Rebooking Fee Re-issuance Fee No Show Fee Fare Upgrade Rerouting Fee</p> <p>(International) Service Fee Cancellation Fee Rebooking Fee Re-issuance Fee No Show Fee Fare Upgrade Rerouting Fee Other applicable fees (specify)</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. 215</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>Bidders must submit the following requirements upon submission of proposal. Non-submission of these requirements shall be grounds for disqualification from the bidding process:            1. DTI/SEC Registration Certificate            2. Mayor's Permit            3. PHILGEPS Certificate of Registration            4. BIR Certificate of Registration            5. Sign Omnibus Sworn Statement</p> <p><b>Important Note:</b>            -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.            -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>	One (1) year Contract	P _____	P _____

Warranty : \_\_\_\_\_  
Price Validity : \_\_\_\_\_

After having carefully read and accepted your Request for Quotation, I/We quote you on the item at prices noted above.