


**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. TASTA**  
 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, Printing and Delivery of 370 pcs Customized Polo Shirt with Embroidery

**Purpose:**  
 For official use of the BMB for 18 day Campaign to END-VAW

**Approved Budget for the Contract (ABC):**  
 P185,000.00

ITEM NO.	ITEMS/DESCRIPTIONS	QTY./ UNIT	UNIT PRICE	TOTAL PRICE
1	<p><b>Polo Shirt</b></p> <p><i>Technical Specifications:</i></p> <p>Two toned Polo shirt with embroidery</p> <p>Material: Honeycomb cloth</p> <p>Embroidery: 1 x 1 inch</p> <p>Color: Black and Orange</p> <p>Sizes:</p> <p>S - 46 pcs</p> <p>M - 100 pcs</p> <p>L - 105 pcs</p> <p>XL - 80 pcs</p> <p>2XL - 35 pcs</p> <p>3XL - 4 pcs</p> <p><b>Please see attached sample design</b></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:  <u>For more info, please contact the end-user at 8924-6031 loc. 201/251</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:</p> <ol style="list-style-type: none"> <li>DTI/SEC Registration Certificate</li> <li>Valid Mayor's/Business Permit</li> <li>PHILGEPS Certificate of Registration</li> <li>BIR Certificate of Registration (2303)</li> <li>Sign Omnibus Sworn Statement (OSS)</li> </ol> <p><b>Important Note:</b>                      -For goods, conforms of the winning bidder must be done within seven (7) calendar days upon serving of the PO.                      -For services, conforms 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>	370 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.



