


**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. TAGTAG**  
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 Customized Polo Shirts with Embroidery logo

**Purpose:**  
For official use of the BPKMD-GFPS

**Approved Budget for the Contract (ABC):**  
₱55,000.00

ITEM NO.	ITEMS/DESCRIPTIONS	QTY./	UNIT	UNIT PRICE	TOTAL PRICE
1	<p><b>Customized Polo Shirts with Embroidery logo</b></p> <p><i>Technical Specifications:</i> Material: Honeycomb Color: Pink Salmon and Navy Blue</p> <p><b>Pink Salamon :</b> S - 10 pcs M - 13 pcs L - 13 pcs XL - 10 pcs 2XL - 4 pcs</p> <p><b>Navy Blue:</b> S - 10 pcs M - 13 pcs L - 13 pcs XL - 10 pcs 2XL - 4 pcs</p> <p><b>Please attached sample design</b></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 0953-760-1979/8924-6031 loc. 223/224/225/255</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. Valid Mayor's/Business Permit            3. PHILGEPS Certificate of Registration            4. BIR Certificate of Registration (2303)            5. Sign Omnibus Sworn Statement (OSS)</p> <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>	50	pcs	P _____	P _____
		50	pcs	P _____	P _____
				<b>GRAND TOTAL:</b>	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.

