

116 0980
12/17

Date: 12-Dec-24
Quotation No: 0667-12-24
PR No. 1124.108

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 _____

[Signature]
ANSON M. CASTRO
Chairperson, Bids and Awards Committee

- NOTES: 1. ALL ENTRIES MUST BE TYPEWRITTEN OR PRINTED LEGIBLY.
2. CONTRACT DURATION IS WITHIN **12 MONTHS**.
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:
Credit Line Facility for Plane Tickets (Local/International)

Purpose:
For International and Emergency Local Travel January 1, 2025 to December 31, 2025

Approved Budget for the Contract (ABC):
P500,000.00

ITEM NO.	ITEMS/DESCRIPTIONS	QTY./ UNIT	UNIT PRICE	TOTAL PRICE
1	<p>Credit Line Facility for Plane Tickets (Local/International)</p> <p>Working days Working hours</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</p> <p>Duration: January 1, 2025 to December 31, 2025 Please see attached: Terms of Reference (TOR)</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: For more info, please contact the end-user at 8924-6031 loc. 215 Kindly address all proposals to the Chairperson, Bids and Awards Committee</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 6. Income Tax Return (ITR) 2. Mayor's Permit 3. PHILGEPS Certificate of Registration 4. BIR Certificate of Registration 5. Sign Omnibus Sworn Statement</p> <p>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</p>	12 months	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.