

REQUEST FOR QUOTATION

Date: August 14, 2017

RFQ No.: 2017-08-041

The Pasay City Government – Pasay City Disaster Risk Reduction Management Office, through its Bids and Awards Committee, intends to apply the sum of thirty nine thousand one hundred ten pesos (Php 39,110.00) being the Approved Budget for the Contract (ABC) for the **Supply and Delivery of Various Training Supplies and Materials in connection with the Contingency Plan Writeshop for Flood and Earthquake** chargeable against the General Fund.

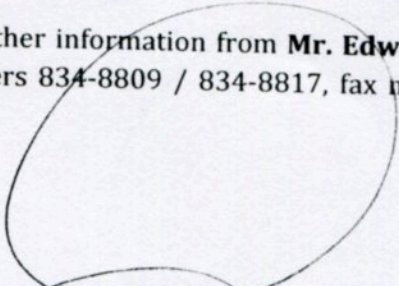
The Pasay City Government BAC now requests quotation for **Various Training Supplies and Materials, delivery date must be before the date of the activity on August 30, 31 and September 1, 2017**. Quotation received in excess of the ABC shall be automatically rejected at the opening of price quotations.

Please submit your duly signed quotations/proposals not later than August 18, 2017 at 10:00am for the item described above, subject to the Terms and Conditions provided with this Request for Quotation (RFQ).

A copy of your mayor's / business permit and PhilGEPS registration number are also required to be submitted along with your quotation/proposal.

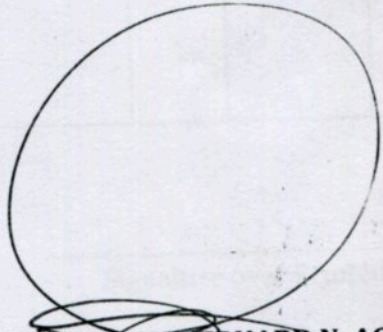
Quotations may be submitted manually in a sealed envelope and drop in the box located at the Conference Room, Office of the City Administrator, 2nd Floor, Pasay City Hall Building, or through facsimile or email at the address and contact numbers indicated below.

Interested service provider may obtain further information from **Mr. Edwin V. David, CSEE**, Head – BAC Secretariat at telephone numbers 834-8809 / 834-8817, fax number 891-8786 or email address: bacsecpasay@gmail.com.


Atty. DENNIS BERNARD N. ACORDA
City Administrator / BAC Chairman

TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.
2. Price proposal(s)/quotation(s) must be valid for a period of thirty (30) calendar days from the date of submission.
3. Price proposal(s)/quotation(s) to be denominated in Philippine Peso shall include all taxes, duties, and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of Contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and conditions stated herein.
6. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initiated by you or any of your duly authorized representative/s.
7. Payment term as stated in the Purchase Order / Contract.
8. Liquidated damages equivalent to one tenth of one percent (0.001%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The Pasay City Government may rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies.



Atty. DENNIS BERNARD N. ACORDA
City Administrator / BAC Chairman

**Republic of the Philippines
CITY GOVERNMENT OF PASAY**

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation for the item as follows:

ITEM DESCRIPTION	QUANTITY (QTY)	APPROVED BUDGET FOR THE CONTRACT (ABC)	OFFER		REMARKS
			Compliance with Technical Specifications (please check)		
			YES	NO	
Supply and Delivery of Various Training Supplies and Materials in connection with the Contingency Plan Writeshop for Flood and Earthquake chargeable against the General Fund Training Supplies and Materials 1. Ink for Tank Printer, Cyan 2. Ink for Tank Printer, Magenta 3. Ink for Tank Printer, Yellow 4. Ink for Tank Printer, Black 5. Certificate Holder 6. Special Paper for Certificates (10s/pack) 7. USB, 16gb NTFS System FAT 32 8. Tarpaulin, welcome banner & backdrop (3ft x 5ft) 9. Manila Paper 10. Masking Tape 11. Copy Paper, A4 12. Copy Paper, Long 13. Whiteboard markers, broad-tip 14. Permanent markers, broad-tip	3 bottles 3 bottles 3 bottles 3 bottles 50 pcs 7 pack 50 pcs 2 pcs 20 rolls 5 rolls 3 reams 3 reams 20 pcs 20 pcs	Php 39, 110.00			

Signature over Printed Name

Office Telephone / Fax No.

Mobile No.

Email address/es