



Philippine  
Overseas  
Employment  
Administration

Republic of the Philippines  
Department of Labor and Employment  
BFO Building, Ortigas Avenue cor. EDSA, Mandaluyong City 1501

Website: www.poea.gov.ph E-mail: info@poea.gov.ph  
Hotlines: 722-1144, 722-1155



## REQUEST FOR PRICE QUOTATION

11 December 2018

### Procurement of EPS ID Jacket with Green String and Special Paper (RFQ 78R-2018)

Date: \_\_\_\_\_  
Name of Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
Business Permit No. \_\_\_\_\_  
TIN No. \_\_\_\_\_  
PhilGEPS Registration No.: \_\_\_\_\_

Please quote your lowest net price, taxes included for the item/s described below and submit your **signed and sealed** quotation to the POEA BAC Secretariat, BFO Building, Ortigas Ave., cor Edsa, Mandaluyong City not later than 2:00 P.M. on **17 December 2018** at which date and time, all submitted quotations will be opened. Late bids shall not be accepted.

Approved budget for the contract is **NINETY FOUR THOUSAND PESOS (P94,000.00)**.

  
**ATTY. RIA CORAZON S. LANO**  
Chairperson  
Bids and Awards Committee

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

QTY./UNIT	DESCRIPTION	UNIT PRICE	TOTAL PRICE
7,000 pcs	EPS ID Jacket with Green String Width 16cm Height 21cm	P _____	P _____
8,000 pcs	Special Paper 80GMS (A4) Lemon Color	P _____	P _____
Name of Company			
Complete Address			
Telephone No./Fax			
Printed Name of Owner/Authorized Representative and Signature			

#### TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of *Thirty (30) calendar days* from the date of submission.
3. Price 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 minimum technical specifications
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by your or any of your duly authorized representative/s.
7. The POEA shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
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 POEA may rescind or terminate 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 available under circumstances.
9. The bidder shall submit the following requirements:
  - a) Business Permit/Mayor's Permit;
  - b) PhilGEPS Registration;
  - c) Omnibus Sworn Statement.