



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

### RFQ 84-2017 1 LOT PURCHASE OF CORPORATE GIVEAWAYS FOR LOCAL PARTNERS



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 p.m. on **30 October 2017** at which date and time, all submitted quotations will be opened. Late bids shall not be accepted.

Approved Budget for the Contract is **ONE HUNDRED NINE THOUSAND FIVE HUNDRED PESOS ONLY (P109,500.00)**

**CANDIDA B. VISTRO**  
Vice-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
200 pcs	 <b>MOUSE PAD</b> 7" x 8.5" Fabric Top with the non-skid rubber base, Full color print Round corners	Php_____	Php_____
300 pcs	 <b>PAPER WEIGHT</b> Glass with Laminated Design, Full color Print. Diameter – 4" Thickness – 1"	Php_____	Php_____
	<b>TOTAL</b>	Php_____	

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 that submitted the lowest calculated bid shall submit the following documents to the BAC Secretariat within 3 calendar days from receipt of written notification:
  - a) Business Permit/Mayor's Permit; and
  - b) PhilGEPS Registration;
  - c) Income/Business Tax Return
  - d) Omnibus Sworn Statement



# MOUSEPAD

# PAPERWEIGHT

*35 Years*

OF EXCELLENT SERVICE FOR WORLD-CLASS  
OVERSEAS FILIPINO WORKERS



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Administration

1982 - 2017