



REQUEST FOR PRICE QUOTATION

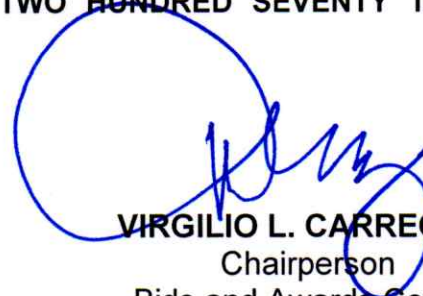
14 April 2021

PROCUREMENT OF 700 REAMS OF POEA LETTERHEAD (RFQ 09-2021)

Date: _____
Name of Company: _____
Address: _____
Business Permit No. _____
TIN: _____
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 **21 April 2021** at which date and time, all submitted quotations will be opened. Late bids shall not be accepted.

Approved budget for the contract is **TWO HUNDRED SEVENTY THOUSAND PESOS ONLY (P270,000.00)**.


VIRGILIO L. CARREON, JR.
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 |
|---|---|------------|-------------|
| 700 REAMS | Procurement of 700 reams POEA Lettehead Specification: Size: 8.27 X 11.69" / A4 Colors: 3 color, 1 side printing Materials: Book #70 (100GSM) Process: Offset Printing Others: 500 pcs/ream | | |
| 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 you 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) Notarized Omnibus Sworn Statement.