

Name of Procuring Entity :	Request for Quotation (P.R. No.): 2024-03-0003	PR NO.: 2024-03-0072
Revised on :	Date : March 15, 2024	Date : March 15, 2024
Standard Form/Title :	REQUEST FOR QUOTATION	Office/End-User : Maintenance Section
COMPANY NAME :		
ADDRESS :		
TEL. No./FAX No. :		TIN:

TERMS AND CONDITIONS:

1. All entries must be typewritten or legibly written on the prescribed Request for Quotation form.
2. Delivery period within **30 calendar days** upon receipt of the approved funded Purchase Order (P.O.). Administrative penalties pursuant to Sec. 69 of the Revised IRR-RA 9184 shall be imposed for non-delivery without valid reason.
3. Warranty shall be for a minimum of three (3) months for supplies & materials; one year for Equipment; 3 years IT Equipment from date of acceptance by the end-user.
4. Price Validity shall be for a period of sixty (60) calendar days.
5. **Phil-GEPS Registration Certificate/Mayor's Permit/DTI shall be attached upon submission of the quotation.**
6. **Tax Clearance Certificate**
7. **Omnibus Sworn Statement**
8. **Affidavit of Sole Proprietorship if Sole Proprietor/Notarized Secretary's Certificate if Corporation, Partnership and Joint Venture.**
9. Bidders shall submit original brochures showing certifications of the product.
10. Please indicate the brand for each items being offered.
11. The approved budget ceiling for this procurement is **P 216,395.50**

[illegible]

Tel. No. / Cellphone No. / E-mail Address