

Name of Procuring Entity:		Request for Quotation (P.R. No.) : 2025-04-0017 ~ PR NO.: 2025-04-0086 ~	
Revised on :		Date : April 11, 2025 ~ Date : April 2, 2025 ~	
Standard Form/Title		Office/End-User : Maintenance Section	
REQUEST FOR QUOTATION			
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 item being offered.
11. The approved budget ceiling for this procurement is **635,068.11**

[illegible]

The awarding for this RFQ will be on lump-sum basis. Prospective Suppliers must quote for all of the items. Otherwise they will be subjected for disqualification.

Printed Name / Signature / Date

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