

**Republic of the Philippines
SENATE
REQUEST FOR SEALED QUOTATION**

Date : 3/3/2021 5:38:16PM
 RSQ No. : RSQ-21-03-012
 Requisitioner : EDP-MIS OG
 Canvasser : EISEN ROMMEL G. RAZON

Sir/Madam:
 We invite all GEPS registered bidders to submit sealed quotation for the item/s listed below, addressed to the Chairman, Bids and Awards Committee (BAC), 4/F Senate of the Philippines, GSIS Bldg., Financial Center, Pasay City. The quotation for Purchase Request No. **PR-21-03-126** must be submitted to the Office of the Chairman, Bids and Awards Committee, Room 408 or the Secretariat, Bids and Awards Committee, Room 401, 4/F Senate of the Philippines, GSIS Building, Financial Center, Pasay City, not later than 5P.M. of _____. Kindly observe and comply with the stated specifications / descriptions / unit of items for quotation, and specify country of manufacture or origin in the item, any erasure must be properly initialed by the bidder. Bidders are presumed to have reviewed all bids indicated herein before submission to the BAC. Please do not forget to indicate the following references in your envelope "PR NO. _____ / RSQ NO. _____, Assigned Canvasser: _____, CLOSING DATE: _____"

LIKEWISE, ALL QUOTATIONS MUST BE VALID FOR AT LEAST THIRTY (30) TO FORTY FIVE (45) DAYS FROM THE CLOSING DATE OF POSTING WITH THE PhilGEPS AND SUBJECT TO THE GENERAL CONDITIONS FOUND AT THE BACK OF THIS FORM.

Atty. Maria Valentina S. Cruz
ATTY. MARIA VALENTINA S. CRUZ
 CHAIRPERSON
 BIDS AND AWARDS COMMITTEE

THE CHAIRMAN
 Bids and Awards Committee
 c/o Secretariat, Bids and Awards Committee
 Room 401 4/L, Senate of the Philippines, GSIS Building, Financial Center, Pasay City
 Fax No. 552-6601 local 1602 or 552-6793

Sir: As requested in your letter above, we are pleased to quote hereunder our price/s for the following item/s subject to the General Conditions stated at the back:

ITEM NO.	QTY	UNIT	ITEM/S DESCRIPTION (Kindly indicate BRAND NAME & MODEL of item/s of your offer/bid)	APPROVED BUDGET	UNIT PRICE (Inclusive of all Taxes)	TOTAL
			<i>PR-21-03-126 (EDP-MIS OG)</i>			
1	50	BOX	CONTINUOUS FORM, 5 ply <i>Specifications:</i> CONTINUOUS FORM, 5PLY PLAIN CARBONLESS WITH BOTH SIDE PERFORATION NO NUMBER, 250 SETS/BOX	Php 100,000.00 <i>Php2,000.00/BOX</i>		

----- Nothing Follows -----

RECEIVED
 MAR 03 2021
 BY: *W* TIME: *6:50*
 PROCUREMENT, PPS

(QUOTATIONS must be valid for at least thirty [30] to forty five [45] days from closing date)

TERMS OF DELIVERY _____

TERM/S OF PAYMENT: Government Terms (NO C.O.D. / NO ADVANCE PAYMENT) _____ (Name of Company)

Address of Supplier _____

E-Mail Address _____ PhilGEPS Reg. No. _____ Expiry Date: _____

Tel./Fax No.s _____

TIN _____ (Signature over Printed Name Authorized Representative)

GEPS REF# 7526530
 Closing Date: 16 MARCH 2021 / 5PM
 By: EISEN ROMMEL G. RAZON
 Date Posted: 09 MARCH 2021

GENERAL CONDITIONS

1. The quotation shall be accomplished with samples properly labeled if necessary, with the complete specifications stated in its face duly signed by the bidder or its authorized representative.
2. The quotation shall not be considered unless it is properly signed by the bidder or its authorized representative.
3. The quotation should include a copy of the Government Electronic Procurement System (GEPS) registration.
4. The price of goods shall be valid for at least 30 to 45 days from the Closing Date of posting with the GEPS. Please refer to the Closing Date on the attached Invitation.
5. The bidder shall be responsible for the source of the supplies.
6. A Purchase Order (P.O.) / Job Order (J.O.) shall be prepared in accordance with the Supplier's/Contractor's quotation. The full quantity/job service mentioned shall be supplied at the place stated within the stipulated delivery period.
7. To assure that manufacturing defects shall be corrected, the winning bidder shall be required a warranty in an amount provided for by law either through:
 - a. Retention money deducted from payment to be made (10% of the contract price);
 - b. Bank guarantees (10%) of contract price;
 - c. Surety bond secured from insurance firms accredited by the Office of the Insurance Commission (30% of contract price); or
 - d. Cash deposit, cash bond or letter of credit (15% of contract price).

The amount shall be released after lapse of the warranty period as provided under R. A. No. 9184.

8. A penalty of one-tenth of one percent (.001%) of the total value of the goods/services procured shall be deducted for each day of delay in the delivery of supplies ordered.
9. All items shall be subject to inspection and acceptance by the Senate or its authorized representative.
10. Unreasonable refusal of the winning bidder to accept the award and/or failure to deliver the item/s or service/s after winning bidder is duly informed of the same, may result in the refusal of the Senate in entertaining bid/s from concerned bidder in the future.
11. The Senate of the Philippines reserves the right to reject any or all quotations to waive any formality therein, or to accept quotation/s as may be considered most advantageous to the government or to pursue appropriate legal action should the winning bidder refuse to accept the award without justifiable reason/s.

C O N F O R M E :

(Name of Company)

(Signature over Printed Name of
Authorized Representative)