



## REQUEST FOR QUOTATION

- Shopping with ABC of Php 50,001 and above       Small Value Procurement with ABC of Php 50,001 and above  
 Lease of Real Property and Venue       Others: \_\_\_\_\_

Date: 16 December 2020

Company Name: \_\_\_\_\_

RFQ No.: 2021-0005

Address: \_\_\_\_\_

Contact No.: \_\_\_\_\_

Gentlemen:

Please quote hereunder your lowest possible price(s) for the following article(s)/work(s) which are urgently needed by this office. It is requested that the quotation be sealed, signed, and stamped in an envelope and submitted to CITEM BAC.

Pre-bid Conference:	<u>18 December 2020</u>	Time:	<u>10:00AM</u>	Venue:	<u>ZOOM</u>
Schedule of Opening of Bids:	<u>22 December 2020</u>	Time:	<u>10:00AM</u>	Venue:	<u>ZOOM</u>

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
		<p style="text-align: center;"><b>VENUE RENTAL WITH ELECTRICAL CONSUMPTION, WI-FI CONNECTIVITY, AND OTHER FACILITIES &amp; SERVICES (INCLUSIVE OF TAX)</b></p> <p style="text-align: center;"><i>Please see attached Terms of Reference for more details.</i></p> <p><b>Note: Except for gov't agencies as lessors, please submit the following eligibility documents along with your quotation:</b></p> <ol style="list-style-type: none"> <li><b>Mayor's Permit for the current year or for individuals, BIR Certificate of Registration</b></li> </ol> <p><i>Expired Mayor's permit with Official Receipt of renewal application shall be accepted as alternate documentary document during community quarantine or similar restrictions declared, in accordance with GPPB Resolution 09-2020. However, a valid Business or Mayors permit must be submitted after award of contract but before payment.</i></p> <ol style="list-style-type: none"> <li><b>Valid PhilGEPS Registration Number (evidenced by a certificate or screen shot)</b></li> </ol> <p><i>PhilGEPS Certificate of Platinum Membership may be submitted in lieu of Mayor's Permit and PhilGEPS Registration Number.</i></p> <ol style="list-style-type: none"> <li><b>Latest Income/Business Tax Return</b></li> </ol>		



		<p><b>4. Notarized Special Power of Attorney, Notarized Secretary's Certificate or Board/Partnership Resolution for partnership, corporation, cooperative, or joint venture, whichever is applicable</b></p> <p><i>Unnotarized Special Power of Attorney or Unnotarized Secretary's Certificate or Board/Partnership Resolution are likewise accepted in accordance with ARTA Advisory No. 01 series of 2020 on the Advisory for the Adoption of Fast-Track Measures during the COVID-19 State of Calamity.</i></p> <p><b>APPROVED BUDGET FOR THE CONTRACT: PHP 8,550,000.00</b></p> <p><b>DEADLINE OF SUBMISSION OF ELIGIBILITY DOCUMENTS AND FINANCIAL BID: 21 December 2020, 05:00PM</b></p>		
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**Terms and Conditions:**

- 1) Delivery period: \_\_\_\_ working days upon acceptance of Purchase/Job Order.
- 2) Bid price must be **Inclusive of Value Added Tax**.
- 3) Payment will be processed after receipt of invoice. Other terms of payment will be based on the Contract agreed by the Purchaser and Supplier.
- 4) Any alterations, erasures or overwriting shall be valid only if they are signed or initialed by the bidder or his/her authorized representative.
- 5) Required documents, if any, must be submitted within 3 Days after receipt of notice.

The CITEM-BAC reserves the right to reject any or all bids offer and waive any defects therein and accept bid/s it may consider advantageous to the government.

**ATTY. ANNA GRACE I. MARPURI**  
 BAC Chairman

TO: CITEM Bids and Awards Committee:

Per your request, I/we have indicated the prices of the above-mentioned article(s)/work(s) on the unit price/amount column above. I/We also certify that we have read, understood and shall conform with the terms and conditions of this requirement.

\_\_\_\_\_  
 Date Submitted

\_\_\_\_\_  
**Signature over printed name of the Authorized Company Representative**

Designation: \_\_\_\_\_

Telephone No(s).: \_\_\_\_\_

Email: \_\_\_\_\_