



**REQUEST FOR QUOTATION
FOR THE PROCUREMENT OF SUPPLY AND DELIVERY OF
FILE BOX WITH COVER**

The PMO-NCR North Bids and Awards Committee (PMO-NCR-NORTH-BAC) intends to procure supply and delivery of file box with cover through Small Value Procurement, in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

Name of Project	: Supply and Delivery of File Box with Cover
Approved Budget for the Contract	: Twenty-Five Thousand Pesos Only (₱ 25,000.00)
Location	: PMO-NCR North Admin. Bldg. Mel Lopez Boulevard, North Harbor, Tondo, Manila
Delivery Date	: Upon Issuance of Approved Purchase Order

Interested suppliers are required to submit their **valid and current Mayor's/Business Permit** and **PhilGEPS Registration Number**.

The price quotation and eligibility documents must be submitted **on or before September 22, 2023, 5:00 p.m.** to the PMO-NCR North BAC Secretariat at the PMO-NCR North Admin Bldg., Mel Lopez Blvd., North Harbor, Tondo, Manila. Please submit your lowest and most responsive quotation together with the RFQ in a sealed envelope marked as follows:

The Chairperson
PMO-NCR North Bids and Awards Committee
Supply and Delivery of File Box with Cover
PMO-NCR North Admin. Bldg. Mel Lopez Boulevard,
North Harbor, Tondo, Manila

The PMO-NCR North Bids and Awards Committee reserves the right to accept or reject any price quotation, waive any formality in the RFQ, annul the procurement process, reject any or all price quotations at any time prior to contract award, declare the procurement process a failure, without thereby incurring any liability to the affected Participating Supplier or any person.

For further information, please refer to:

The BAC Secretariat
PMO-NCR North Bids and Awards Committee
G/F, PMO-NCR North Admin. Bldg.,
Mel Lopez Boulevard, North Harbor, Tondo, Manila
Telefax No. #8245-2929

Email Address: bac.ncrn@gmail.com

Very truly yours,


FRANCIS ALDRICH A. RUBIO
BAC Chairperson 

REQUEST FOR QUOTATION

Date: _____

MR. FRANCIS ALDRICH A. RUBIO

Chairperson, Bids and Awards Committee
 Port Management Office-NCR North
 Administration Bldg. Mel Lopez Blvd.
 North Harbor, Tondo, Manila

Dear Mr. Rubio;

After having carefully read and accepted the terms and conditions in the Request for Quotation (RFQ) for the **"Supply and Delivery of File Box with Cover"** posted by your office, we hereby submit our proposal corresponding to your requirements.

ITEM	QTY	UNIT	ARTICLE(S) AND DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
1	50	pc	File Box with Cover	₱	₱
				TOTAL AMOUNT	

NOTE:

1. Quoted price shall be inclusive of applicable taxes and shall be firm and valid for a period of at least thirty (30) days from receipt of quotation and shall be binding upon the supplier within the period.
2. Delivery period shall be within fourteen (14) working days from receipt of Notice of Award/Purchase Order.
3. The P.O. shall be awarded to the lowest calculated responsive bid. Delivered items are subject to inspection, with payment processing to commence only after acceptance by the end-users.
4. Terms of Payment within thirty (30) calendar days from date of acceptance.
5. Bidders shall submit with the quotations technical brochures of the products being offered.
6. As a government agency, PPA shall deal only with legitimate suppliers/contractors which issue BIR-registered official receipts.
7. Payments shall be made after delivery and upon submission of required supporting documents
8. PPA reserves the right to post-qualify any supplier and/or reject any or all submitted quotations.

Name of Company: _____

Delivery Period: _____

Warranty Period: _____

Price Validity: _____

After having carefully read and accepted your conditions above, I/We quote you on the item at prices specified in the quotation form

Print Name and Signature

Telephone Number

Email address

Date

Magazine File Box

