

REQUEST FOR QUOTATION

Date: November 17, 2020
RFQ No.: 2020 - 362

Name of Company: _____

Address: _____

Business Permit No.: _____

TIN: _____

Please quote your best offer for the item/s described below, subject to the Terms and Conditions provided at the dorsal portion of this request for quotation. Submit your quotation duly signed by you or your duly authorized representative not later than _____.


GIOVANNI T. PLATERO, CSEE
Chairman, Bids & Awards
Committee

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

ITEM DESCRIPTION	Quantity (QTY)	Approved Budget for the Contract	OFFER			REMARKS
			PRICE		Compliance with Technical Specifications (please check)	
PURPOSE: For official use of CDA Head Office		260,000.00			No	
RENTAL OF PHOTOCOPIER Number of Copies 5,000 copies/ month per unit FREE SERVICE, PARTS AND CONSUMABLES Copier Specifications: - Digital/ Network Printer - 60 Minimum Copies capacity per minute - Auto paper selection, Auto Magnification - Paper Tray Selection, Auto Tray Selection, Auto Tray Switching - 2 sided copy orientation change/ ADF Auto feed - Electronic sorting and finisher, copy / print auditing - Dual Page Copy , Duplex Copy - Paper / Output Selection, Fit to page w/ PIN Code - Five (5) units of Photocopier Note : Centralized/ Combined Billing Inclusive of VAT Period : JANUARY 1 - DECEMBER 31, 2021 *****nothing follows*****	5 units					

- Note: •Quoted price/s must be VAT inclusive.
 •Supplier must have a Land Bank of the Phil. Account.
 •Supplier must submit a sealed quotation.
 •Sealed quotation must be submitted together with the following requirements:
 Company Profile, DTI/SEC Registration, Business/Mayor's Permit, BIR Registration, and PhilGEPS Certificate of Membership

Signature over Printed Name

Canvasser

Contact Numbers (Landline and/or Cellphone Nos.)E-mail address

TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotations/s must be valid for a period of Thirty (30) calendar days from the date of submission.
3. Price quotations, to be denominated in Philippine peso shall include all taxes.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
7. The items shall be delivered within _____ working days from receipt of Purchase/Job Order.
8. The CDA-CO shall have the right to inspect and/or to test the goods
9. Submit your sealed quotation by mail or through your messenger addressed to the Cooperative Development Authority, 827 Aurora Blvd., Brgy. Immaculate Concepcion, Quezon City.
10. The Cooperative Development Authority reserves the right to accept or reject any or all quotations, waive any informality or technicality therein and award to any firm whose proposal is deemed most advantageous to the government.