



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 8389309
Procuring Entity COOPERATIVE DEVELOPMENT AUTHORITY - REGION XI
Title 2021 MICROSOFT OFFICE
Area of Delivery Davao Del Sur

Solicitation Number:	2022-006	Status	Pending
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	1
Classification:	Goods	Bid Supplements	0
Category:	Information Technology Parts & Accessories & Perip		
Approved Budget for the Contract:	PHP 59,600.00	Document Request List	0
Delivery Period:			
Client Agency:		Date Published	01/02/2022
Contact Person:	RUBEN LABUGUEN CUNANAN Regional Director 2/F GB CAM Building, Monteverde Avenue Davao City Davao Del Sur Philippines 8000 63-082-2258064 63-082-2227710 r11@cda.gov.ph	Last Updated / Time	31/01/2022 15:35 PM
		Closing Date / Time	07/02/2022 13:00 PM

Description

REQUEST FOR QUOTATION

Date: January 27, 2022
RFQ No.: 2022-01-019

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 Original Quotation duly signed by you or your duly authorized representative not later than three(3) days upon receipt.

NOEMI A. MAGABILEN
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:

OFFER

ITEM DESCRIPTION Quantity (QTY) Approved Budget for the Contract PRICE Compliance with Technical Specifications

(please check) REMARKS

PURPOSE: For Official use. QTY Unit Price Total Price Yes No
PROCUREMENT OF 2021 MICROSOFT OFFICE four (4) 14,900.00
(Home and Business 2021)
- Nothing Follow -

Note: •Quoted price/s must be VAT inclusive.

•Supplier must submit a sealed quotation.

•Sealed quotation must be submitted with PhilGEPS Certificate of Membership together with Signature over Printed Name
BIR Registration.

Contact Numbers (Landline and/or
Canvasser Cellphone Nos.)/E-mail address
Date Received: _____

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 Ten (10) working days from receipt of Purchase/Job Order.
8. The CDA-Davao Extension Office 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,
2nd Floor, G.B. Cam Building, T. Monteverde Avenue, Davao 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.

Other Information

FOR MORE INFORMATION, PLEASE CONTACT MS. ROJAY M. MOCALLAY AT TEL NO. 082-2227710

Created by RUBEN LABUGUEN CUNANAN

Date Created 31/01/2022

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