



COOPERATIVE DEVELOPMENT AUTHORITY

827 Aurora Blvd., Service Road, Brgy. Immaculate Conception Cubao, 1111 Quezon City, Philippines
http://www.cda.gov.ph helpdes@cd.gov.ph CDA Philippines



REQUEST FOR QUOTATION

Date: April 16, 2024
RFQ No.: 2024-108

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 _____


RAY R. ELEVAZO, CESE, MNSA
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					
			PRICE		Compliance with Technical Specifications (please check)		REMARKS	
			QTY	Unit Price	Total Price	Yes		No
PURPOSE: For the official use of CDA Head Office - Administrative Division - 2nd Quarter Supplies		P98,600.00						
1-LOT SUPPLY AND DELIVERY OF THE FOLLOWING COMMON OFFICE SUPPLIES:								
<i>Specifications:</i>								
DETERGENT POWDER, 1kg	25 pack							
FOLDER, pressboard plain, U.S. legal size	5 box							
TAPE, MASKING, width: 48mm, 50m	100 roll							
TAPE, PACKAGING, width: 48mm, 50m	50 roll							
TAPE, TRANSPARENT, width: 48mm	50 roll							
Sign pen, fine tip, Black, 0.5	200 pc							
Sign pen, fine tip, Blue, 0.5	200 pc							
Sign pen, fine tip, Red, 0.5	50 pc							
Ballpoint pen, standard, black, at least 0.5	200 pc							
Ballpoint pen, standard, blue, at least 0.5	200 pc							
Ballpoint pen, standard, red, 0.5	50 pc							
NOTEPAD, STICK-ON, 2X3, 100 SHEETS PER PAD	100 pad							
NOTEPAD, STICK-ON, 3X4, 100 SHEETS PER PAD	100 pad							
Data file box, taglia	50 pc							
Paper, Multicopy, Short, 80GSM	20 ream							
<i>Note:</i> Please provide proposed item/brand *****nothing follows*****								
Delivery period: 15 days Payment term: 30 days upon complete delivery								

- 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

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

Canvasser

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.