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**REQUEST FOR QUOTATION**

**PROCUREMENT OF OFFICE SUPPLIES 4<sup>th</sup> Quarter**

P.R. No./Date Received: 22-137

RFQ/P No. / Date: RFQ-2022053

The National Authority for Child Care invites all eligible and PhilGEPS-registered suppliers, contractors and consultants to quote the best offer for the described item in the attached **Terms of Reference** subject to the Terms and Conditions and within the Approved Budget for the Contract.

**Required Documents/Information to be submitted as Attachments to the Quotation/Proposal:**

- Mayor's/Business Permit / BIR Certificate of Registration in case of individual.
- PhilGEPS Registration Number
- Signed Terms of Reference
- Latest Income / Business Tax Return

This pro-forma quotation maybe be submitted through register or electronic mail to the NACC Bids and Award Committee at above address or email to [estorres@nacc.gov.ph](mailto:estorres@nacc.gov.ph) on or before November 25, 2022 subject to the following Term and Conditions:

1. All entries shall be typed or written in a clear legible manner
2. No alternate quotation/offer is allowed, suppliers who submitted more quotation shall be automatically disqualified.
3. All prices offered herein are valid, binding and effective for 15 calendar days upon issuance of this documents. Alternative bids shall be rejected.
4. Price quotation to be denominated in Philippine Peso shall include all applicable government taxes subject to **(BIR 2306)** 5% R-VAT and **(BIR 2307)** 1% PO or 2% JO deductions
5. NACC Technical Working Group may require you to submit documents that will prove your legal, financial capability to undertake this contract.
6. Salient provisions of the IRR of RA 9184: section 68- Liquidates damages and section 69- imposition of administrative penalties shall be observed.
7. NACC reserve the right to reject any and all quotation, declare a failure, or not award the contract pursuant to Sec 41 of the same IRR
8. In case of tie quotation, suppliers' presence is required during tie braking through draw lots or toss coin.
9. In case supplier pro forma quotation is submitted, condition will be governed by the submitted signed Terms of Reference

Very truly yours

NACC BAC CHAIRPERSON



National Authority for Child Care (NACC)  
 (formerly Inter-Country Adoption Board (ICAB))  
 4th floor, ANY Building  
 #38 Timog Ave., Quezon City, Philippines 1111

QTY	Unit	Item Description	Total Ammount
			(to be Filled-up by the supplier)
5	pcs	USB Flash Drive 16 GB	
15	pcs	USB Flash Drive approximately 2 GB	
7	pcs	External Hard Drive 1TB USB 3.0	
<u>Total Lot ABC</u>		<u>Php 29,000.00</u>	
Delivery Instruction		Please see attached Terms of Reference	

We undertake, if our proposal is accepted to supply/ deliver the goods in accordance with the specification and/or delivery schedule.

We agree to abide by this proposal for the price validity period specified in the term and condition and it shall remain upon us and may be accepted at any time before the expatriation of that period.

Until a Purchased Job Order or a Contract is prepared and executed, this Quotation/Proposal shall be binding upon us. We understand that you are not bound to accept the lowest or any Proposal you may receive.

Signature over Printed Name: \_\_\_\_\_

Designation/Position: \_\_\_\_\_

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

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

Telephone/Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Company Tax Identification Number: \_\_\_\_\_