



REQUEST FOR QUOTATION

SUPPLY AND DELIVERY OF WELLNESS KIT FOR THE NACC EMPLOYEE

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

RFQ/P No. RFQ-2022

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 an individual.
- PhilGEPS Registration Number
- Signed Terms of Reference
- Latest Income / Business Tax Return

This Pro-forma quotation may be submitted through a register or electronic mail to the NACC Bids and Award Committee at the above address or email to estorres@nacc.gov.ph on or before December 5, 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 quotations shall be automatically disqualified.
3. All prices offered herein are valid, binding, and effective for 15 calendar days upon issuance of these 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, and financial capability to undertake this contract.
6. Salient provisions of the IRR of RA 9184: section 68- Liquidates damages and section 69- the 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-breaking through draw lots or toss a coin.
9. In case a supplier pro forma quotation is submitted, the 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

Item	QTY	Unit	Item Description	Total Ammount
				(to be Filled-up by the supplier)
1	150	sets	Wellness kit Curated box with the following inclusions: Variation of essential oils, natural inhalers, massage rub, stress balls/massage roller stick, aromatherapy candle, eye serum, hydration face mask, gua sha	
Total Lot ABC			225,000.00	
Delivery Instruction			Items should be delivered on or before December 9, 2022	

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 conditions, 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: _____



TECHNICAL SPECIFICATIONS		
No.	Requirement	Qty
1	Wellness Kit	150pcs
	Curated box Inclusions: Variation of essential oils Natural inhalers Massage rub Stress balls/massage roller stick Aromatherapy candle Eye serum Hydration face mask Gua sha	

Conforme:
Name and Signature of Authorized Representative
Designation
Company
Date