



REQUEST FOR QUOTATION

Name of Company _____
Address _____
Email Address _____
Contact Nos: _____
TIN No. _____

Sealed RFQ No. **2024-055**
Purchase Request No. **2024-02-13**
Date Prepared: **02/12/2024**
Date Approved _____

QTY	UNIT COST	TECHNICAL SPECIFICATION	ABC	PRICE PROPOSAL PER UNIT / OFFERED	TOTAL PRICE
	1 LOT	TITLE: Lease of Office Space for RACCO NCR, RACCO 4A & RACCO 4B	6,143,000.00		
		Period: March 01 2024 to Feb.28, 2025			
		Leasable area: 600sqm to 700 sqm			
		Number of Occupants: More or less 150 pax			
		Location: Within Metro Manila with at least four (4) dedicated parking spaces, accessible to all modes of transportation			
		Real Estate:			
		1. The Building is designed in compliance with the Building Code of the Philippines			
		2. The space requirement must be adequate for the RACCO-NCR, RACCO 4A & RACCO 4B' required minimum leasable area			
		3. The facility must include the following:			
		A fully-furnished working area with sufficient electrical capacity for the 150 pax work stations			
		A ready to use Furniture and Fixtures			
		Must have a pantry, restroom for both sex and for Persons With Disability			
		Must have a function and or Executive Room			
		The airconditioning units are installed			
		The office space must be ICT equipped			
		4. The lease period must be minimum of one (1) year			
		5. Utility inclusions:			
		The facility must have a separate water and electrical meter			
		LAN/WIFI ready and must have strong reception of internet			
	End-user	ADMIN			
	Contact No.	8721-9711	6,143,000.00	GRAND TOTAL	-
	Place of Delivery:	NACC Office			

Prepared by:

FERDINAND P. MARCELO
Administrative Officer IV
EST/

Reviewed by:

JELLIE B. HERMOSO
Administrative Officer V

TERMS AND CONDITIONS

1. **Payment Terms:** Within 15 to 30 days after complete delivery of goods and submission of required documents
2. **Mode of Payment:** ADA (Advice to Debit Account)
3. **Price Validity:** 60 days from submission of quotation/s
4. **Delivery Period/s (with Approved Purchase Order (s)/Contracts/s):**
 - a. **As to schedule:** For Catering Services/Supply and Delivery of Food/Lease of Venue/Services
 - b. **Within ten (10) calendar days** (8am to 3pm; Monday to Friday) upon signing and/or receipt of approved Purchased Order whether through fax or email: For goods, general merchandise or equipment
 - c. **Within fifteen (15) calendar days** (8am to 3pm; Monday to Friday) upon approval of final proofing: For printing services and the like
5. Suppliers/Service provider shall provide correct and accurate information as required in the RFQ.
6. Suppliers/Service providers shall complete the **"Total Price"** for each item and the **"Grand Total"** in the space provided.
7. Any interlineations, erasures or overwriting shall be valid only if these are countersigned by the supplier or the duly authorized representative.
8. Price quotation/s shall be denominated in Philippine Peso and shall include all taxes, duties and/or levies payable.
9. Warranty for IT/Electronic/Machine Products, Office Equipment and Furniture, Repair and Maintenance should be at its maximum duration on both parts and after sales services.
10. Quotations submitted beyond the cut-off time/deadline shall be automatically not considered
11. Award of contract shall be **made to the lowest calculated responsive quotations**. In case of two or more bidders are determined to have submitted the Lowest Calculated and Responsive Quotation, the BAC shall adopt and employ "draw lots" as tie breaking method in accordance to GPPB Circular 06-2005.
12. Bidders shall attach the documentary requirement indicated in Annex H / Appendix A of the RA9184 2016IRR as of October 31, 2022:
 - a. **Mayor's Permit/Business Permit**
 - b. **PhilGEPS Membership/Reg. Number**
 - c. **Income/Business Tax Return (For SVP & Emergency Cases with ABC above P500K**
 - d. **Omnibus Sworn Statement (For SVP with ABCs above P50K & For All Emergency Cases)**
 - e. **PCAB License (Infra).**
 - f. **BIR Certificate of Registration 2303**
 - g. **Supplier with LANDBANK account. If other banks, bank transfer fee may apply.**
13. **NACC** personnel's has the right to inspect and/or test the goods offered to verify conformity to the required technical specifications
14. **Liquidated damages equivalent to one tenth of one percent (0.001%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay.**
15. **NACC shall rescind the P.O./ Contract once the Supplier fails to deliver or perform any or all of the Goods within the period(s) specified in the PO/contract, or within any extension thereof granted by the Executive Director pursuant to a request made by the Supplier prior to the delay, and such failure amounts to at least ten percent (10%) of the contract price and/or the supplier fails to perform any other obligation under the P.O./Contract.**
16. **ALL bids/offers/quotations regardless of ABC must be hand-carried and to be submitted in a sealed envelope addressed to the BAC Chairperson at NACC Procurement Section indicating the /RFQ No. in front of the said envelope. Failure to do so will result to disqualification of bids/quotations**
17. **Bidders/Service Providers must use this prescribed Request for Quotation (RFQ) form. Non-conformity will result to disqualification of bids/quotations/proposals.**

AFTER HAVING CAREFULLY READ AND AGREED WITH THE TERMS AND CONDITION (TOR), OUR COMPANY SUBMITS THE ABOVE PROPOSAL.

AGREED TO TOR AND QUOTED SUBMITTED BY:

Signature over Printed Name