

REQUEST FOR QUOTATION

RFQ No. 2025-317 **NP-SVP**  
Date: **June 4, 2025**

Company Name : \_\_\_\_\_  
Company Address : \_\_\_\_\_  
Contact Person : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
PhilGEPS Reg. No.: \_\_\_\_\_  
Company TIN: \_\_\_\_\_

Sir/Madam:

Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in Annex A. Failure to indicate information could be basis for non-compliance. Also, furnish us with descriptive brochures, catalogues, literatures and/or samples, if applicable.

If you are the exclusive manufacturer, distributor or agent in the Philippines for the goods listed in Annex A please attach in your quotation a duly notarized certification to this effect.

Please submit together with your bid quotation, your valid 1. Mayor's/Business Permit (CTC), 2. PhilGEPS Registration Number (CTC).The Certificate of Platinum Membership may be submitted in lieu of the Mayor's/Business Permit and PhilGEPS Registration Number, 3. Certified True Copy of Income/Business Tax Return (For SVP & Emergency Cases with ABC above P500K, 4. Original and Notarized Omnibus Sworn Statement (For SVP with ABCs above P50K & For All Emergency Cases) 5. Certified True Copy of BIR Certificate of Registration 2303

Please accomplish and submit this form together with Annex A and all the required documents to NACC-BAC Secretariat at 5th Floor #2 Chicago cor. Ermin Garcia Street, Barangay Pinagkaisahan, Cubao, Quezon City, 1111 or email to [procurement@nacc.gov.ph](mailto:procurement@nacc.gov.ph) not later than **10th day of June 2025; 10:00AM**. Quotations submitted to different email address(es) as stated above shall not be considered for evaluation.

Very truly yours,

  
**FERDINAND MARCELO**  
Administrative Officer/V

Terms and Conditions:

- Award shall be made on per:  Item Basis  Total Quoted Price  Lot Basis
- Quotation validity shall be Sixty (60) calendar days from the deadline of submission of quotations.
- Good/s shall be delivered within 15-30 calendar days upon receipt of Notice to Proceed/Purchase Order
- Place of Delivery: NACC CENTRAL OFFICE - #2 Chicago st., cor. Ermin Garcia Ave. Brgy. Pinagkaisahan, Cubao, Quezon City
- Terms of Payment: within 30-45 days upon completion of supporting documents.  
Payment through LDDAP-ADA (List of Due and Demandable Accounts Payable-Advise to Debit Account).  
Account Name : \_\_\_\_\_ Account Number : \_\_\_\_\_  
BankName : \_\_\_\_\_ Branch : \_\_\_\_\_  
\*Note: Non Land Bank of the Philippines accounts shall be charged a service fee.
- Liquidated Damages/Penalty: In case of failure to make full delivery within the time specified above, the amount of the liquidated damages shall be at least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the Procuring Entity may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances.
- For goods, please indicate brand, model and country of origin.
- In case of discrepancy between unit cost and total cost, unit cost shall prevail.
- Please indicate Warranty: \_\_\_\_\_
- In case of a tie, the contract shall be awarded to the supplier or service provider who first submitted its quotation.
- NOTE:** "Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PhilGEPS). You may visit the PhilGEPS website at [www.philgeps.gov.ph](http://www.philgeps.gov.ph) and register for free."

  
**EMIL A. BALACANAO**  
BAC Secretariat

Tel. Nos. Trunkline: (02) 8726-4551; 8721-9711; 8726-4568;  
(02) 8721-9782

\_\_\_\_\_  
(Signature over Printed Name)  
Supplier

NATIONAL AUTHORITY FOR CHILD CARE

Annex A

NOTE: "Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PHILGEPS). You may visit the PHILGEPS website at www.philgeps.gov.ph to register."

RFQ No.: 2025-317  
Date: June 4, 2025

Company Name : \_\_\_\_\_  
 Company Address : \_\_\_\_\_  
 Contact Person : \_\_\_\_\_  
 Contact No. : \_\_\_\_\_  
 PHILGEPS Reg. No. : \_\_\_\_\_  
 Company TIN : \_\_\_\_\_

Item No.	Qty.	Unit	Purchaser's Specifications	Approved Budget for the Contract	Bidder's Specifications (Please fill out the detailed specifications in the space provided)	Unit Cost	Total Cost
			<b>TECHNICAL SPECIFICATION:</b> Name of Activity: Regional Alternative Child Care Office - National Alternative Capital Region Adoption and Alternative Child Care Week (AACCW) MALL SHOWS  Preferred Delivery Date: on or before July 3, 2025				
	100	pax	Token Material Kit: The program kits must contain the following --Tote Bag * Must be at least 8" x 15" in size with advocacy design --Ballpen * Must be at least 0.7 ball signing pen -- Notebook * Must be at least A5 size with advocacy design * Must be a soft covered notebook  ***nothing follows***	44,200.00			
			<b>GRAND TOTAL</b>	<b>44,200.00</b>			

6021

PURPOSE : **Token for the conduct of Adoption and Alternative Child Care Week 2025 - Mall Show**  
 PR No. : **2025-06-321**  
**IMPORTANT :** The winning bidder **MUST SIGN** the original copy of Purchase Order (P.O.) at NAACC-Central Office, Procurement Management Unit. **FAILURE** to show up and sign the original P.O. means that the bidder is not interested and will be a ground for suspension of bid/selection in NAACC's future biddings.

**FEDRANANDY . MARCELO**  
 Procurement Officer  
 Trunkline: (02) 8726-4554; 8721-9711; 8726-4568;  
 (02) 8721-9782

Page 1 of 1 pages

(Signature over Printed Name)  
 Supplier