

REQUEST FOR QUOTATION

RFQ No. 2025-329 **SHOPPING B**

Date: **June 9, 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 **13th 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

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Item No.	Qty.	Unit	Purchaser's Specifications	Approved Budget for the Contract	Bidder's Specifications <small>(Please fill out the detailed specifications in the space provided)</small>	Unit Cost	Total Cost
	50	Pack	Sticker Paper matte A4 size (Ink Jet Friendly)	6,300.00			
	250	Pack	Battery AAA (2s)	20,000.00			
	150	Pack	Battery AA (2s)	12,000.00			
	250	Pack	Balpen black Fine Ballpoint 0.5mm (Not gel)	3,000.00			
	200	Pack	Balpen blue Fine Ballpoint 0.05mm (Not gel)	2,400.00			
	300	Pad	Sign Here Marking	22,500.00			
	100	Pad	Sticky Notepad 2x3	7,000.00			
	100	Pad	Sticky Notepad 3x3	8,000.00			
	60	Bottle	Toner Cart, Epson Ink 003 black	16,500.00			
	60	Bottle	Toner Cart, Epson Ink 003 Cyan	17,400.00			
	60	Bottle	Toner Cart, Epson Ink 003 Yellow	17,400.00			
	100	pcs	Permanent Marker black	1,200.00			
	50	Pack	Specialty Paper Vellum white A4 220gsm	4,000.00			
	100	box	Fastener Metal	6,000.00			
	50	pcs	Stamp pad	6,500.00			
			*****nothing follows***				
				<b>₱ 150,200.00</b>		<b>GRAND TOTAL</b>	

PURPOSE: For NACC CO Use

RR No. 2025-06-335

IMPORTANT: The winning bidder MUST SIGN the original copy of Purchase Order (P.O.) at NACC-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 ground for suspension or blacklisting in NACC's future biddings.

Ferdinand M. MARCELO

Procurement Officer

Trunkline: (02) 8726-4551/8721-9711; 8726-4568;  
(02) 8721-9782

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(Signature over Printed Name)  
Supplier