

**REQUEST FOR QUOTATION**

Date: November 28, 2013

Name of Company:  
Address:  
Business Permit No.:  
TIN No.:

Please quote your best offer for the item/s described below, subject to the Terms and Conditions provided at the dorsal portion of this request for quotation. Submit your quotation duly signed by you or your representative not later than ***December 9, 2013***.

Open quotations may be submitted, manually or through facsimile or email at the address and contact person/numbers indicated below.

Eden Taylan  
Head-BAC Secretariat  
Tel. No. 925-2182  
Telefax: 925-2192

**ATTY. SYLVIA C. BANDA**  
BAC Chairman

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Bidders may quote for any or all items.
3. Price quotation/s must be valid for a period of Thirty (30) calendar days from the date of submission.
4. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
7. Any interlineations, erasures or overwriting shall be valid only if they are signed or initiated by you or any of your duly authorized representative/s.
8. The item/s shall be delivered within five (5) calendar days from receipt of purchase order.
9. The NPO Inspectorate Group shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
10. 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. The NPO Inspectorate Group shall rescind the contract once the cumulative amount of the liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
11. Bidders must also submit the following:
  - a. SEC or DTI Registration
  - b. Business Permit
  - c. Tax Clearance
  - d. G-EPS Registration Certificate
  - e. Audited Financial Statement for 2012, notarized w/ seal stamped received by the BIR
  - f. Latest income and business tax returns within the last 6 months preceding the date of submission of bids
  - g. Net Financial Contracting Capacity [NFCC]
  - h. Sample of Goods [if applicable]

After having carefully read and accepted the Terms and Conditions, I/We submit our quotation/s for the item/s, as follows:

ITEM DESCRIPTION	Quantity (QTY)	Approved Budget for the Contract (ABC)	OFFER					
			PRICE			Compliance with Technical Specifications		REMARKS
			Qty	Unit Price	Total Price	Yes	No	
<b>Single Saddle Stitching Machine</b>  Specifications:  <b>Binding Speed:</b> 140-200 times per minute; <b>Binding Thickness:</b> 0.2-25mm; <b>Nail Foot Width:</b> 13mm	1unit	P475,000.00				[ ]	[ ]	

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

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

\_\_\_\_\_  
Position

\_\_\_\_\_  
Contact Nos. (Landline and/or  
Cellphone Nos.) E-mail Address

