



REQUEST FOR QUOTATION

SUPPLIER: _____
 ADDRESS: _____
 TELEPHONE: _____ VAT ___ / NON-VAT ___
 EMAIL ADDRESS: _____
 TIN: _____

Date: _____

RFQ No. _____

Sir/Madam:

<p>Please quote your prices for the article described below including Philippine taxes. In your offer please specify brand of any pertinent data of your product or services for proper information and guidance. Please do not quote for any article/services that are not found in your stock in order to prevent delay or non-delivery which may debar you from further participation in the canvass. Sign legibly the canvass on space provided for your signature after submitting your quotation, otherwise your bid will be considered invalid.</p> <p>The contract will be awarded only to the bonafide dealers whose proposals appeared to be the most advantageous to the government, but the right is reserved to reject or to accept only all item and bids to were any formalities thereof as to Committee on Bids and Awards may determine.</p> <p>Please submit your quotation/ requirements for the following items at CKWD-Admin office, City of Koronadal.</p>	<p>Please quote your lowest price/offer</p> <ul style="list-style-type: none"> • Deadline for Submission: May 22, 2023 @ 12:00 noon • Approved Budget for the Contract: P 444,000.00 • Purchase Request Number: ABCM-23-03-011 				
Supply and Delivery of Continuous Official Receipt Form					
Item No	Qty	Unit	Description	Unit Price	Total Amount
1	200	box	Continuous Official Receipts Form		
			Specification:		
			6 1/2" X 4 1/2" paper size		
			Carbonless type		
			2 colors print w/ tint on 2nd ply with compliance to BIR requirements/permits (see attached OR sample)		
			2,000 sets / box		
			3 colors print		
			O.R. Numbering (to be advised)		
			Minor modifications (to be advised)		
			Inclusions: Supplier will process the Authority to Print and other related requirements at Bureau of Internal Revenue		
			<i>*Nothing Follows*</i>		
Grand Total					

Terms and Conditions:

- > **Payment term:** 15 days upon Billing
- > **Delivery Days:** See attached Terms of Reference
- > **Supplier must have an office within Region 12**
- > Quotations exceeding the Approved Budget for the Contract shall be rejected.
- > Incomplete or no offer on any of the items will be ground for disqualification.
- > Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
- > **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 CKWD shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

Price quoted must be tax inclusive:

Tax Computation;

- Subject to 3% VAT & 2% (services) or 1% (goods) w/tax of the total amount for NON-VAT
- Subject to 5% VAT & 2% (services) or 1% (goods) w/tax to the 10/11.2 of the total amount for VAT
- Validity of quoted prices

For more information, please contact:

The BAC Secretariat
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Mobile number: 09486540266
Email Add: ckwdbac@gmail.com and mycsubaldo@gmail.com

Requested by:

(Sgd.) ENGR. JONATHAN Q. GADAYAN
BAC Chairman

Date: _____

PRICE QUOTED BY:

Signature Over Printed Name & Position (Supplier)
Date: _____