



NATIONAL AUTHORITY FOR CHILD CARE

REQUEST FOR QUOTATION

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

Sealed RFQ No. **2024-240**
Purchase Request No. **2024-04-52**
Date Prepared: _____
Date Approved _____

QTY	UNIT	TECHNICAL SPECIFICATION	ABC	PRICE PROPOSAL PER UNIT / OFFERED	TOTAL PRICE
350 PCS	1300	Materials for the National Congress on Adoption and Alternative Child Care on May and June 2024 Mode of Delivery: <u>Paper Bag and Presentation Folder</u> Partial delivery of 350 sets must be made on or before May 3, 2024. Remaining sets must be delivered on or before May 10, 2024 (non-negotiable) *Must provide sample / See below link for the sample <u>Presentation Folder Specs:</u> 300gsm Matte laminated folder with pocket Paper Size: A4 Side of prints: Folder-front and back full color print/paper inserts - back to back with full color print No. of inserts: at least 7 to 10 pages Side of pockets: right (no design) Side of pockets: standard size (9x4inches)	455,000.00		
100 PCS	1300	Paper Bag with print specs (please see attached photo for reference): Color: White Laminated Size: Height 10" x 4" x 15"(width) Side 1 - Red (Hexcode #FF0000) Side 2 - Blue (Hexcode #0011D0) Handle: Yellow (mustard) (Hexcode #FFAC2B) Front Print: NACC logo Back Print: NACC logo (letters)	130,000.00		
12 PCS	150	For Sintra Board Cut Outs (Hand Banners): Size: A4 Design: See attached design	1,800.00		
4 PCS	1000	For Sintra Board Standees Size: 2x3 feet Design: See attached design	4,000.00		
2 PCS	8000	For Sintra Board Standees with base flatform Height: 60 inches x 55.694 inches Design: See attached design	16,000.00		
	<u>LINK</u>	https://drive.google.com/drive/folders/1FqnOo5o97KE79fDTnA3mG3uGHTA0cFEk?usp=sharing			
End-user		DAD			
Contact No.		8721-9711	606,800.00	GRAND TOTAL	-
Place of Delivery:		NACC Office			

Prepared by:
FERDINAND P. MARCELO
Administrative Officer IV

Reviewed by:
JELLIE B. HERMOSO
Administrative Officer V

EST/

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