

REQUEST FOR QUOTATION

RFQ No. 2025-018 **SMALL VALUE PROCUREMENT**
Date: **January 23, 2025**

Company Name : _____
Company Address : _____
Contact Person : _____
Contact No. : _____
PHILGEPs Reg. No.: _____
Company TIN: _____


Sir/Madam:

Please quote your government prices 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 not later than **28 of January 2025; 9:00AM**. Quotations submitted to different email address(es) as stated above shall not be considered for evaluation.

Very Truly Yours,

FERDINAND P. MARCELLO
Head, Procurement Unit

Terms and Conditions:

1. Award shall be made on per Item Basis Total Quoted Price
2. Quotation validity shall be SIXY (60) calendar days from the deadline of submission of quotations.
3. Goods shall be delivered within 15-30 c/d upon receipt of Notice to Proceed / Purchase Order
4. Place of Delivery: RACCO IV-B (SAN JUAN)
5. 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 : _____
Bank Name : _____ Branch : _____
***Note: Non Land Bank of the Philippines accounts shall be charged a service fee.**
6. 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.
7. For goods, please indicate brand, model and country of origin.
8. In case of discrepancy between unit cost and total cost, unit cost shall prevail.
9. Please indicate Warranty: _____
10. In case of a tie, the contract shall be awarded to the supplier or service provider who first submitted its quotation.
11. **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 and register for free."


EMIL A. BALACANO

BAC Secretariat
Tel. Nos. Tuntunline: (02) 8726-4551; 8721-9711; 8726-4598;
(02) 8721-9782

(Signature over Printed Name)
Supplier

NATIONAL AUTHORITY FOR CHILD CARE

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."

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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
			MEALS FOR THE CONDUCT OF MANDATORY APPEARANCE BEFORE THE RACCO OFFICER (combined RA 11222 and RA 11642)				
	1	lot	Date/s of Delivery: To be announce	P 96,000.00			
			Location: To be announce				
			Number of Pax: 16 pax				
			Number of days: Twelve (12) meetings				
			(January to March 2025)				
			Delivery Address: 4th floor Textron Building, 168 Luna Mencias Street, Addition Hills, San Juan, Metro Manila				
			(April to December 2025)				
			*Near NAIA Airport and/or LRT Stations, exact address to be advised				
			*packed Full meal: Php500.00				
			*Schedule of Serving:				
			packed full meal (9:00am) - Minimum of at least three (3) viands; 2 main course, 1 vegetable, soup, fresh fruit and juice				
			with AM and PM Snacks with drinks				
			Menu Selection:				
			caterer to submit menu				
			no repeating of meals				
			OTHER REQUIREMENTS:				
			*Free delivery of packed meals				
			*Packed meals shall consist of neat and clean packaging with cutleries				
			*Please make sure that the food being prepared will not spoil easily				
			***** NOTHING FOLLOWS *****				
				P 96,000.00			
							GRAND TOTAL

PURPOSE: **MEALS FOR THE CONDUCT OF MANDATORY APPEARANCE BEFORE THE RACCO OFFICER (combined RA 11222 and RA 11642)**

PR No. **2025-01-20**

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 a ground for suspension or blacklisting in NACC's future biddings.

FERDINAND P. MARCELO
Procurement Officer

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Trunkline: (02) 8726-4552; 8721-9711; 8726-4568;
(02) 8721-9782

(Signature over Printed Name)
Supplier