



REQUEST FOR QUOTATION
SMALL VALUE PROCUREMENT

INSTRUCTION:

1. Bidders are required to read the instructions and fill all the blanks properly. Particularly the column Under the offered brand. On indication of the brand shall be construed as offering the specification Reflected in the RFQ.
2. The Bidders/Supplier may submit alternate offer provided the BPI-BAC's official canvass form shall be filled up (with the offered brand, unit price and total price), signed properly and attached together with the Bidder's/Supplier's own canvass form. Please write legibly, non-compliance of which shall result to the automatic disqualification of proposal.
3. Specification herein provided are the minimum requirements of the BPI. Hence a bidder must not offer lower specifications than required.
4. Quotation/s must include all kinds of taxes for the item(s)/services listed hereunder, including delivery charges.
5. Price quotation(s) submitted shall be valid for a period of THIRTY (30) days reckoned from the deadline for submission of quotations as reflected in the PhilGEPSS.
6. Terms of Payment within-Thirty (30) days from delivery of item/s.
7. Quotation(s)/Proposal(s) shall be submitted by the Procurement Coordinator/Supplier to the Office of the BAC Secretariat at the Administrative Building, Bureau of Plant Industry, 692 San Andres St., Malate, Manila.
8. Only sealed canvasses shall be considered by the BAC.
9. The bidder is required to affix his/he signature over printed name, across the flap of the sealed envelope, non-compliance of which shall result to the automatic disqualification of proposal
10. Bids received in excess of the ABC shall be automatically rejected at bid opening.
11. Awarding shall be done LUMP SUM
12. DEADLINE FOR SUBMISSION OF BIDS : February 24, 2016, 10AM
13. Delivery Period/Effectivity Period: seven (7) working days upon receipt of approved Purchase Order/ Work Order.
14. Availability of Stocks: 60 days reckoned from Instruction no. 12.
15. **Mandatory Requirements :** (Certified True Copies of Valid Mayor's Permit and BIR Certificate of Registration).
The proposal shall be accompanied by the aforementioned documents, otherwise, non-submission of which shall be result to automatic disqualification of proposal.
16. The bidders shall reflect on the envelope the Purchase Request No. (PR No.) Reference No. , the BAC shall not be responsible on the pre-emptive/premature opening of the proposal.
17. **All bidders are reminded to register with PhilGEPSS.**

PR No. 0320-16BAC

ABC:Php500,000.00

End User's: CRPSD

QTY	Unit of Issue	ITEM/DESCRIPTION	Unit Cost	Offered Brand
100	pcs	Plastic Pallets - size: 1200mm x 1000mm x 150mm	5,000.00	
		GRAND TOTAL	500,000.00	

For the Bids and Awards Committee

PhilGeps
Posted

Canvasser

The BPI-Bids and Awards Committee (BAC)
692 San Andres, Malate Manila
SIR/MADAM:

RUEL C. GESMUNDO
BAC Chairman

In connection with the above request, I/We submit your quotation indicated above

I/We have carefully read and fully understand the minimum requirements and agree to furnish and/or delivery in conformity with specifications any or all said articles described above within seven (7) working days from receipt of Purchase Order.

Signature over Printed Name

Name of Company

Tax Identification Number

Telephone Numbers

Address

Date Accomplished

Interested Supplier may download and examine the attached Request for Quotation Form by clicking the figure opposite the Associated Component on this page.

The Bureau of Plant Industry assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of the quotation.

Note:

Interested Supplier must download the attached document. Here's the procedure on how to download the attached document.

1. To order the Associated Component of this bid notice, please click the "Order" link.
2. Upon clicking the Order link, the Order Basket page will be displayed. To proceed the ordering of the document in the Order Basket page, click the "Continue" button.
3. The system will display the Order Confirmation page. To confirm the order, click the "Submit" button.
4. The Order Summary page will be displayed. To view or download the Associated Documents, click the Document Hyperlink under the Item column.
5. To return to the Bid Notice Abstract page, click the "Done" button.

