



REPUBLIC OF THE PHILIPPINES
COMMISSION ON AUDIT
REGIONAL OFFICE NO. IV-B
Commonwealth Avenue, Quezon City, Philippines

REQUEST FOR QUOTATION

Date: September 6, 2019

RFQ No. 2019-026

The Commission on Audit (COA) Regional Office No. IV-B, Commonwealth Avenue, Quezon City, through its Bids and Awards Committee, shall undertake a Small Value Procurement in accordance with Section 53.9 of the 2016 Implementing Rules and Regulations of Republic Act No. 9184 for the **Purchase of 2,000 pieces of Seminar/Convention Bags** with the following description:

Unit	Item/Description	Qty	Unit Price	Total Price
pc	Seminar/Convention Bag	2,000		
	<i>Specs:</i>			
	<ul style="list-style-type: none">• Size: 16”Lx11”Hx3”W• Material: Polyester Fabric• Color: Two-toned• With free printing of logo and office name			

The Approved Budget for the Contract (ABC) is **₱ 360,000.00**

Terms and Conditions:

1. All entries must be legibly written.
2. Prices offers exceeding the Approved Budget for the Contract (ABC) shall be automatically disqualified.
3. Total price quotation shall be inclusive of taxes.
4. The price offered shall not be subject to any increase for whatever reason including in cases of devaluation/inflation during the entire duration of the contract.

The supplier with the lowest calculated price quotation shall submit the following documents before issuance of Notice of Award:

1. Mayor's/Business Permit
2. PhilGEPS Registration Number
3. Income and Business Tax Return
4. Omnibus Sworn Statement

Submission of price quotation is not later than seven (7) calendar days from publication to COA website, PhilGEPS and in a conspicuous place at the COA Regional Office No. IV-B premises of this Request for Quotation, from 8:00 A.M. to 5:00 P.M. at the Administration, Training and Finance Services, Commission on Audit, Regional Office No. IV-B, Commonwealth Avenue, Quezon City

For further inquiries, please contact:

Ms. Leodivina A. De Leon
Head, BAC Secretariat
COA Regional Office No. IV-B, Quezon City
Telefax Nos. 931-9304 / 951-3815
Email address: ladeleon@coa.gov.ph


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BAC Chairperson


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BAC Vice Chairperson


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LUCILA A. MAGPANTAY
BAC Member


CECILIA R. ASUNCION
BAC Member

PRICE QUOTATION

TO : **Ms. LEODIVINA A. DE LEON**
Service Chief
Administrative, Training and Finance Services
COA Regional Office No. IV-B
Commonwealth Avenue, Quezon City

Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation for the **Purchase of 2,000 pieces of Seminar/Convention Bags** (Small Value Procurement), hereunder is our quotation for the item/s:

Unit	Item/Description	Qty	Unit Price	Total Price
pc	Seminar/Convention Bag	2,000		
	<i>Specs:</i>			
	<ul style="list-style-type: none">• Size: 16"Lx11"Hx3"W• Material: Polyester Fabric• Color: Two-toned• With free printing of logo and office name			
GRAND TOTAL				

The price quotation is inclusive of taxes. The price offered is not subject to any increase for whatever reason including in cases of devaluation/inflation during the entire duration of the contract.

Company Name

Complete Address

Quoted by:

Printed Name and Signature

Tel. No./Cellphone No./E-mail address

Date