



Republic of the Philippines  
**COMMISSION ON AUDIT**  
Regional Office No. IV-A  
Commonwealth Avenue, Quezon City  
Telephone No. (02) 8951-3810

**REQUEST FOR QUOTATION**

Date: March 4, 2020

RFQ No.: 2020-11

Name of Supplier: \_\_\_\_\_

Address: \_\_\_\_\_

The Commission on Audit Regional Office No. IV-A, will undertake a Small Value Procurement for the Procurement of Steel Filing Cabinet for the COA Regional Office No. IV-A, Commonwealth Avenue, Quezon City, in accordance with Section 53.9 of the Revised Implementing Rules and Regulations of Republic Act No. 9184.

ITEM	QTY.	ABC
1. Steel Filing Cabinet, 3 Layers, Lateral, Gauge 20	1	₱12,000.00
2. Steel Filing Cabinet, 4 Layers, Lateral, Gauge 20	3	₱42,000.00
3. Steel Filing cabinet, 4 Layer, Vertical, Gauge 20	9	₱72,000.00
		<b>₱126,000.00</b>

Please quote your best offer for the item/s described herein. Submit your financial quotation duly signed by you or your duly authorized representative, together with the following copy of documentary requirements, not later than **March 9, 2020, 2:00 PM**:

- (1) 2020 Mayor's/Business Permit,
- (2) PhilGEPS Registration Certificate,
- (3) Latest Income/Business Tax Return duly received by BIR, and
- (4) Notarized Omnibus Sworn Statement.

Please utilize the Form attached to this RFQ as **Annex "A"** for your financial quotation and compliance of documentary requirements.

Please submit your open quotations at the Conference Room, Ground Floor, **Commission on Audit Regional Office No. IV-A, Commonwealth Avenue, Quezon City** to

**Ms. JULIET H. SAMPELO**  
Member, BAC Secretariat  
COA Regional Office IV-A

*Mark Ranier C. Arenas*  
**ATTY. MARK RANIER C. ARENAS**  
BAC Chairman

<b>FINANCIAL QUOTATION AND COMPLIANCE WITH DOCUMENTARY REQUIREMENTS FORM</b>
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<b>INSTRUCTIONS:</b>
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| (1) | Accomplish the Financial Quotation part correctly and accurately and submit the documentary requirements together with this Form as attachments. |
| (2) | Do not alter contents of this form in any way.   |
| (3) | Failure to follow these instructions will disqualify your entire quotation.  |

After having carefully read and accepted the Terms and Conditions as enumerated below this Form, I/we submit our quotation for the following item/s:

FINANCIAL QUOTATION				
		ITEM AND DESCRIPTION	Unit Price	Totals
Item No.	Quantity			
1	1	<b>Steel Filing Cabinet</b>		
		<u>Specifications</u>		
		3 Layers, Lateral, Gauge 20		
2	3	<b>Steel Filing Cabinet</b>		
		<u>Specifications</u>		
		4 Layers, Lateral, Gauge 20		
3	9	<b>Steel Filing Cabinet</b>		
		<u>Specifications</u>		
		4 Layers, Vertical, Gauge 20		

Attached to our quotation are the following documentary requirements, as follows (please put the word "**comply or not comply**" inside the box beside the submitted documents, please **do not** just put a check):

COMPLIANCE WITH THE DOCUMENTARY REQUIREMENTS	
<input type="checkbox"/>	2020 Mayor's/Business Permit
<input type="checkbox"/>	PhilGEPS Registration Certificate
<input type="checkbox"/>	Latest Income/Business Tax Return duly received by BIR
<input type="checkbox"/>	Notarized Omnibus Sworn Statement

### TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotations must be valid for a period of thirty (30) calendar days from the date of submission.
3. Price quotation/s to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest quotation which complies with the minimum specifications and other terms and conditions stated therein.
6. Any erasures or overwriting shall be valid only if they are signed or initiated by you or any of your duly authorized representative/s.
7. The item/s shall be delivered according to the specified requirements in the descriptions provided.
- 8 Delivery date period is within twenty (20) calendar days upon supplier's receipt of Purchase Order.
- 9 Payment shall be made at the COA Regional Office No. IV-A after delivery and upon the submission of the required supporting documents.

Very truly yours,

Signature over Printed Name

Position/Designation

Telephone/Mobile No.