



Republic of the Philippines
COMMISSION ON AUDIT
Regional Office No. 10
Carmen, Cagayan de Oro City

REQUEST FOR QUOTATION

Date : March 3, 2021

RFQ No. : 2021-03-006

Name of Supplier/Company : _____
Supplier's Address : _____
Taxpayer Identification Number (TIN) : _____
PhilGEPS Registration Number (required) : _____

The Commission on Audit, Regional Office No. 10, Cagayan de Oro City, through its Bids and Awards Committee (BAC) intends to perform Small Value Procurement in the procurement of item(s) stipulated below:

Project : Courier Services for COA Regional Office No. X
Location : COA Regional Office 10, Carmen, Cagayan de Oro City
Approved Budget for the Contract (ABC) : Php 178,000.00

Submit your duly signed quotation in a sealed envelop not later than the set deadline together with the required documents stipulated in the Terms and Conditions of this Request for Quotation.

ROGELIO M. TERO

Chairman, Bids and Awards Committee

Terms and Conditions:

1. Quotation submission deadline : March 9, 2021, 2:00pm
2. Quotation opening date & time : March 9, 2021, 2:00pm
3. Place of quotation opening : COA R10 - GSU Office, Carmen, CDOC
4. Place of delivery/installation : COA R10 - GSU Office, Carmen, CDOC
5. Delivery period/duration : within 15 days from receipt of Notice to Proceed
6. Price validity period : 30 calendar days
7. Supplier/Contractor shall submit the following documents together with this Request for Quotation:
(1) Mayor's/Business Permit (3) PhilGEPS Registration Number
(2) Income Tax Return
8. Suppliers/Bidders shall provide correct and accurate information required in this form;
9. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the supplier or any of its duly authorized representative(s);
10. Price quotation(s), to be denominated in Philippine peso shall be inclusive of tax for materials & supplies;
11. Quotations exceeding the Approved Budget for the Contract shall be rejected instantaneously;
12. Purchase Order/Contract shall be awarded to the lowest quotation which complies with the minimum technical specifications, submission of the documents received in item #7 above and other terms and conditions stated herein;
13. Delivered items are subject to inspection with payment processing to commence only after acceptance by COA-General Services Unit;
14. Payment shall be made after delivery and upon submission of the required supporting documents, i.e., order slip and/or billing statement by the supplier/contractor. Terms of payment is within 14 to 28 calendar days from the date of acceptance; and
15. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The COA Region 10 shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

After having carefully read and accepted the terms and conditions, I/We submit our quotation/s for the item/s as follows:

No.	Qty	Unit	Item Description	ABC	Unit Cost	Total Cost
1.	600	pouch	Small Package (documents) Mindanao to Visayas and Luzon	120,000.00		
2.	200	pack	Large Package (parcels and cargo) Mindanao to Visayas and Luzon	58,000.00		
Total ABC				178,000.00		
Terms and Conditions:						
1	The courier is required to pick-up time-sensitive documents and packages at COA Regional Office 10, Carmen, Cagayan de Oro City and deliver door to door nationwide and					
2	The courier shall be paid within fifteen (15) days at the end of each month based on the Statement of Account and Charge Invoice submitted by the supplier subject to applicable withholding income and value added tax.					
Contract Duration: March 2021 to March 2022						

Signature over Printed Name

Position/Designation

Mobile No./Telephone Number

Date