



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

REQUEST FOR QUOTATION

Date : July 14, 2021

RFQ No. : 2021-07-014

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 : Procurement of Air-con Units a for COA Regional Office No. X and PSAO Ozamiz City
Location : COA Regional Office 10, Carmen, Cagayan de Oro City
Approved Budget for the Contract (ABC) : Php 240,000.00

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 : July 23, 2021, 2:00 PM
- 2 . Quotation opening date & time : July 23, 2021, 2:00 PM
- 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 working 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 (2) PhilGEPS Registration Number
(3) 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

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

No.	Qty	Unit	Item Description	ABC	Unit Cost
	2	unit	Supply and Installation with breaker of Air-conditioning Unit, 2hp, wall mounted, inverter, R410A Refrigerant		
			Indoor Dimension: 965x215x319		
			Outdoor Dimension : 800x333x554		
	3	nit	Supply and Installation with breaker of Air-conditioning Unit, 1hp, wall mounted, inverter, R410A Refrigerant		
			Indoor Dimension: 722x187x290		
			Outdoor Dimension : 681x285x434		
Conditions:					
		1	4 units shall be installed at the COA Regional Office No. X		
		2	1 unit shall be installed at PSAO-Ozamiz City, Mis. Occ.		
		3	5 years warranty on compressor		
		4	3 years for PCB		
		5	1 year warranty on parts and services		
		6	Inclusion of 10 ft. piping		
		7	30 days workmanship		
Total ABC				240,000.00	

Signature over Printed Name

Position/Designation

Mobile No./Telephone Number

Date