



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

## REQUEST FOR QUOTATION

Date : 28-Feb-20  
RFQ No. : 2020-02-037

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 Handbook on the Financial Transactions of the Sangguniang Kabataan  
Location : COA Regional Office 10, Carmen, Cagayan de Oro City  
Approved Budget for the Contract (ABC) : Php 375,000.00

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 3, 2020
2. Quotation opening date & time : March 3, 2020, 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 and (2) PhilGEPS Registration
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	Approved Budget for the Contract	Supplier's Offer			
					Brand	Unit Cost	Total Cost	
1	1,500	pieces	Handbook on the Financial Transactions of the SK	375,000.00				
<b>Grand Total</b>								

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Position/Designation

\_\_\_\_\_  
Mobile No./Telephone Number

\_\_\_\_\_  
Date