



REQUEST FOR QUOTATION

RFQ No.: 2024-05-0067

Date : May 23, 2024

Gentlemen :

Please quote your lowest price on the item listed below, subject to the General Conditions at the back hereof and submit your quotation duly signed by your representative in sealed envelope direct to the Bids and Awards Committee (BAC) Chairperson or through the authorized canvasser of this Department not later than _____ the time and date of the opening of the sealed quotation.


ALVIN P. DIAZ
 Director IV
 Central Administration Office

QUANTITY	UNIT	ARTICLE / MERCHANDISE / SPECIFICATION	UNIT PRICE	TOTAL
Procurement of Various Dinnerwares				
11	set	Coffee Cup and Saucer, 6 pairs per set	₱2,718.07	₱29,898.77
1	set	Drinking Glass, 6 pcs. per set	₱680.00	₱680.00
5	set	Drinking Goblet, 6 pcs. per set	₱1,000.00	₱5,000.00
2	set	Fork, 4 pcs. per set	₱340.00	₱680.00
2	set	Spoon, 4 pcs. set	₱340.00	₱680.00
2	set	Teaspoon, 4 pcs. per set	₱340.00	₱680.00
		<i>(please see attached Technical Specifications)</i>		
		NOTE: Please include the following required documents upon submission of your proposal for evaluation purposes: 1. Mayor's/Business Permit 2. PhilGEPS Registration Number		
TOTAL AMOUNT				₱37,618.77

After having carefully read and accepted the general conditions, I/we quote you on the item at prices noted above and bind ourselves to deliver the above articles/merchandise within 15 calendar days from receipt of your valid Purchase Order (PO). The quotation are good only up to 60 calendar days.

Canvassed by:

Supplier :

By :

Tel. No.:

TIN :

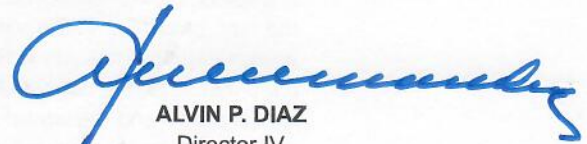


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Supplier : _____
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GENERAL CONDITIONS

1. The bidders are required to submit brochures, literatures, pictures and technical data pertaining to the brand and model of the equipment being offered.
2. The quotation will not be considered unless it is properly signed by the bidder's authorized representative.
3. All prizes quoted herein are valid and binding for a period of sixty (60) days.
4. Bidder shall be responsible for the source of his equipment.
5. Subject to the provisions of the preceding paragraph, where awardee has accepted a Purchase Order (PO) but fails to deliver the required products within the time called for in the same order, he must return the order accompanied by written explanations within the period of delivery of the merchandise. Thereafter, if the awardee has not completed delivery within the period, the subject PO shall be cancelled and the award shall be withdrawn from that supplier. The DOF shall then purchase the required item from such other sources as it may determine, with the price difference to be charged against the defaulting awardee.
6. The DOF reserves the right to reject any or all quotations, to waive any formality therein or to accept such quotations as may be considered most advantageous to the government.

TECHNICAL SPECIFICATIONS
PROCUREMENT OF VARIOUS DINNERWARES
RFQ No. 2024-05-0067 dated May 23, 2024

Item No.	Item Description	Qty.	Brand/Model Offered
1	<p><u>COFFEE CUP AND SAUCER</u></p> <ul style="list-style-type: none"> ● Set includes 6 pairs of cup and saucer ● Volume: at least 7 oz. ● Color: Plain white ● Material: Tempered opal glass ● Heat resistant ● Dishwasher and food safe 	11 sets	
2	<p><u>DRINKING GLASS</u></p> <ul style="list-style-type: none"> ● Set includes 6 pcs. of highball drinking glass ● Volume: at least 11 oz. ● Color: Transparent ● Material: High quality glass ● Dishwasher safe ● Break and chip resistant 	1 set	
3	<p><u>DRINKING GOBLET</u></p> <ul style="list-style-type: none"> ● Set includes 6 pcs. Goblet ● Volume: at least 11 oz. ● Color: Transparent ● Material: High quality glass ● Heat resistant ● Dishwasher safe 	5 sets	
4	<p><u>FORK</u></p> <ul style="list-style-type: none"> ● Set includes 4 pcs. of dinner fork ● Mirror finished ● Durable stainless steel material ● Dishwasher Safe ● Length: at least 18.5 cm 	2 sets	
5	<p><u>SPOON</u></p> <ul style="list-style-type: none"> ● Set includes 4 pcs. of dinner spoon ● Mirror finished ● Durable stainless steel material ● Dishwasher Safe ● Length: at least 18.5 cm 	2 sets	
6	<p><u>TEASPOON</u></p> <ul style="list-style-type: none"> ● Set includes 4 pcs. of dinner teaspoon ● Mirror finished ● Durable stainless steel material ● Dishwasher Safe ● Length: at least 13 cm 	2 sets	

I hereby certify to comply and deliver all the above requirements.

Signature over Printed Name of the Representative

Company Name : _____

Date Signed : _____

Email/Phone No.: _____