



## REQUEST FOR QUOTATION

Date: September 1, 2020  
RFQ No. ADM-FPD-2020-07-001

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(Company Name & Address)

Sir/Madam:

The **Philippine International Convention Center**, through its Bids and Awards Committee, intends to procure the **SUPPLY AND DELIVERY OF FLAT FILE AND PACKAGING TAPE**, with an **Approved Budget for Contract (ABC) Thirty One Thousand Eight Hundred Fifty Pesos (Php 31,850.00), VAT Inclusive**, which will be undertaken in accordance with Section 53.9 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your **best offer** for the item/s described herein, subject to the Terms of Reference provided for this RFQ. Submit your quotation/offer duly signed by you or your duly authorized representative not later than **5:00 p.m. of Sep. 9, 2020**. A copy of the following shall be submitted along with your quotation/offer:

- a. **2020 Mayor's/Business Permit; and**
- b. **BIR Registration Certificate;**

Open quotations may be submitted manually or through facsimile or email at the address and contact numbers indicated below.

For any clarifications, you may contact **Ms. Cathy D. Esteban** at telephone no. **(02) 8789-4761** or email address at [cdesteban@picc.gov.ph](mailto:cdesteban@picc.gov.ph).

  
**KRISTINE ANGELICA E. AGUJO**  
OIC, BAC Secretariat/  
Procurement Unit

## TERMS OF REFERENCE

**I. PROJECT TITLE:**

Supply and Delivery of Flat File and Packaging Tape

**II. APPROVED BUDGET FOR CONTRACT (ABC):**

Thirty One Thousand Eight Hundred Fifty Pesos (Php 31,850.00), VAT Inclusive

**III. SPECIFICATIONS:**

**1. 10 pieces Flat File**

- Made of high carbon steel
- 6 inches long x 5/8" wide
- Tang to fit wooden or plastic handle

**2. 500 rolls Packaging Tape**

- Color: Yellow
- Size: 72mm x 50 meters long/roll

**IV. SCHEDULE OF REQUIREMENT:**

Complete delivery shall be within seven (7) calendar days after receipt of the Notice to Proceed.

**V. TERMS OF PAYMENT:**

Payment shall be released within two (2) weeks after complete delivery and final acceptance of the authorized representative of Marketing and Events Management Department.

**VI. GENERAL CONDITIONS OF THE CONTRACT:**

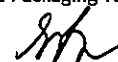
1. All prices quoted herein are valid, binding and effective at least One Hundred Twenty (120) calendar days from date of quotation.

2. AWARDEE shall be responsible for the source(s) of supplies and make deliveries in accordance with the schedule and specifications. Failure by the AWARDEE to comply with the same shall be ground for cancellation of the award.

3. AWARDEE shall pick up PO issued in his favor within three (3) days after receipt of notice to that effect. A telephone call, fax transmission or email shall constitute an official notice to the AWARDEE. Thereafter, if the PO remain

unclaimed, the said PO shall be sent by messengerial service to the AWARDEE at the latter's expense. To avoid delay in the delivery of the requesting agency's requirement, all DEFAULTING AWARDEES shall be precluded from proposing or submitting a substitute sample.

4. Subject to the provisions of the preceding paragraph, where AWARDEE has accepted a NTP but fails to deliver the required product/s within the time called for in the same order, shall be extended a maximum of fifteen (15) calendar days under liquidated damages to make good his delivery.
5. All deliveries by the suppliers shall be subject to inspection and acceptance by the PICC.
6. Rejected deliveries shall be construed as non-delivery of product(s)/item(s) so ordered and shall be subject to liquidated damages.
7. Supplier shall guarantee that all deliveries shall be free from defects. Any defective item(s)/product(s), therefore which may be discovered by the PICC within three (3) months after acceptance of the same, shall be replaced by the supplier with seven (7) calendar days upon receipt of a written notice to that effect.
8. A penalty of one tenth (1/10) of one percent (1%) of the total value of the product(s)/goods purchased shall be deducted for each day of delay in the delivery of the product(s)/goods ordered.
9. All duties, excise and other taxes and revenue charges, if any, shall be for the supplier's account.
10. All transactions are subject to withholding of creditable Value Added Tax (VAT) per Revenue Regulation No. 10-93.



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Date:

RFQ No. ADM-FPD-2020-07-001

**TO: PHILIPPINE INTERNATIONAL CONVENTION CENTER  
ROXAS BLVD., 1307 PASAY CITY**

Sir/Madam:

After having carefully read and accepted the Terms of Reference, I/we submit our documentary requirements and quotation/offer as follows:

ITEM	QUANTITY	UNIT PRICE	AMOUNT
FLAT FILE	10 pieces	₱ _____	₱ _____
PACKAGING TAPE	500 rolls	₱ _____	₱ _____
<b>TOTAL</b>			₱ _____ <b>VAT Inclusive</b>

*Note: Partial offer is allowed. Offerors shall have the option of submitting proposal on any or all of the item. Evaluation and award shall be undertaken on a per item basis.*

We undertake, if our quotation is accepted, to deliver the services in accordance with the delivery schedule specified in the Schedule of Requirements.

We acknowledge that PICC reserves the right to accept or reject any and all others, annul the procurement process, and refuse to make an award, without thereby incurring any liability to the affected offerors.

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

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

Name of Company: \_\_\_\_\_

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

Office Telephone No./s: \_\_\_\_\_

Fax No: \_\_\_\_\_

Email Address/es: \_\_\_\_\_

Mobile No.: \_\_\_\_\_

