



REQUEST FOR QUOTATION NO.: 2024-09-067

Date: September 19, 2024

Procurement Title : **Supply, Fabrication, and Delivery of Miniature Tricycle with Box as CFO Souvenir Token for the 2024 PAFIOO Awardees**

Purchase Request Nos. : **2024-08-182**

Approved Budget for the Contract : **Php 78,000.00 (Vat Inclusive)**

Sir/Madam:

The Commission on Filipinos Overseas invites PhilGEPS registered suppliers to quote the latest market price of the item/s described/listed below. Quotations must be placed in **TWO (2) sealed envelopes**. The first envelope should contain the original documents while the second envelope (COPY 1) should contain copies of the documents. Please submit your sealed envelopes at the **21st floor, Administrative and Finance Division, The Upperclass Tower, Quezon Avenue, cor. Sgt. Reyes St., Diliman, Quezon City** or you can send your files via email at bac.secretariat@cfo.gov.ph on or before **September 24, 2024; 09:00 A.M.**

Documents submitted via email should be password-protected. (see attached instructions on how to lock your files). Passwords should be given to the BAC Secretariat on the opening date by the bidder's representatives attending via ZOOM.

I. General Terms and Condition:

1. Quotations should be addressed to the CFO Bids and Awards Committee and must be placed in **two (2) sealed envelopes**. The first envelope should contain the original documents while the second envelope should contain copies of the documents;
2. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission;
3. Quotations should be **inclusive of all cost and applicable taxes**;
4. The following documents should be submitted **along with the sealed quotation**:
 - **PhilGEPS Registration Number/Certificate;**
 - **Mayor's/Business Permit;**
 - **BIR Form 2303 Certificate;**
 - **SEC or DTI Certificate;**
 - **Notarized Omnibus Sworn Statement; and**
 - **Copy of any Valid ID of the Authorized Representative**
5. Bidders must have a Land Bank account for payment purposes. Otherwise, bank fees shall be for the account of the winning bidder.
6. In accordance with Presidential Decree No. 1445, the Government shall not be obliged to make an advance payment for services not yet rendered or for supplies and materials not yet delivered under any contract therefor.

COMPANY NAME : _____
ADDRESS : _____
PHILGEPS REGISTRATION NO.: _____ **VALID UNTIL:** _____
EMAIL ADDRESS: _____
TELEPHONE NUMBER: _____
MOBILE NUMBER: _____

| ITEM DESCRIPTION | QUANTITY | APPROVED BUDGET FOR THE CONTRACT (VAT INCLUSIVE) | QUOTATION/OFFER AMOUNT (VAT INCLUSIVE) |
|--|-----------|--|--|
| <p>Supply, Fabrication, and Delivery of Miniature Tricycle with Box as CFO Souvenir Token for the 2024 PAFIOO Awardees (inclusive of individual packaging, tax and shipping)</p> <p>Customized Engraving on the Tricycle:</p> <p>Front:</p> <ul style="list-style-type: none"> ▪ 2024 Presidential Awards for Filipino Individuals and Organizations Overseas (Text) ▪ PAFIOO Logo ▪ Commission on Filipinos Overseas (Text) <p>Back:</p> <ul style="list-style-type: none"> ▪ From: Secretary Romulo "Leo" V. Arugay, Chairperson, Commission on Filipinos Overseas <p>Top:</p> <ul style="list-style-type: none"> ▪ CFO Logo ▪ Bagong Pilipinas Logo <p>Please see ANNEX A for reference</p> | 50 pieces | <p>Php 78,000.00 (Php 1,560.00 per unit)</p> | |

Delivery Schedule: 45 calendar days upon approval of the sample

After careful evaluation of the General Terms and Conditions, Specifications, and Delivery Schedule, I/WE hereby accept and submit our quotation based on the items and prices above.

The CFO reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

Signature over printed name (Owner/Authorized Representative)

Telephone/Mobile No.: _____
 Email Address : _____
 Date : _____

For Further information, please refer to:

KEESHIA MAE L. ACEDERA

Administrative Office IV/ Lead BAC Secretariat

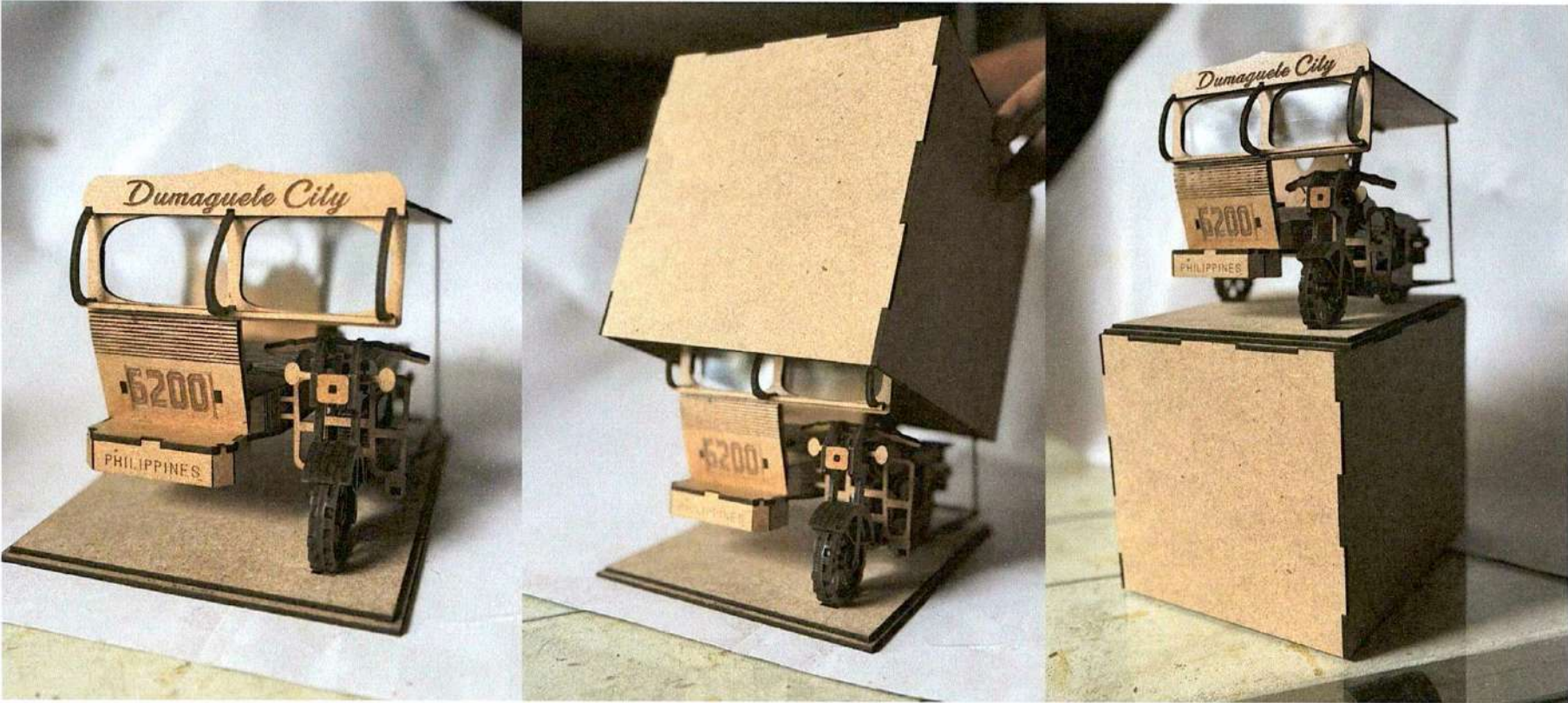
Email: bac.secretariat@cfo.gov.ph or kabiendima@cfo.gov.ph

Telephone: 8552-4792 / 8552-4703 / 8552-4756

ANNEX A

MINIATURE TRICYCLE SOUVENIR TOKEN FOR THE 2024 PAFIOO AWARDEES

MOCK-UP DESIGN



MINIATURE TRICYCLE SOUVENIR TOKEN FOR THE 2024 PAFIOO AWARDEES

CUSTOMIZED ENGRAVING INSTRUCTION

TRICYCLE FRONT VIEW



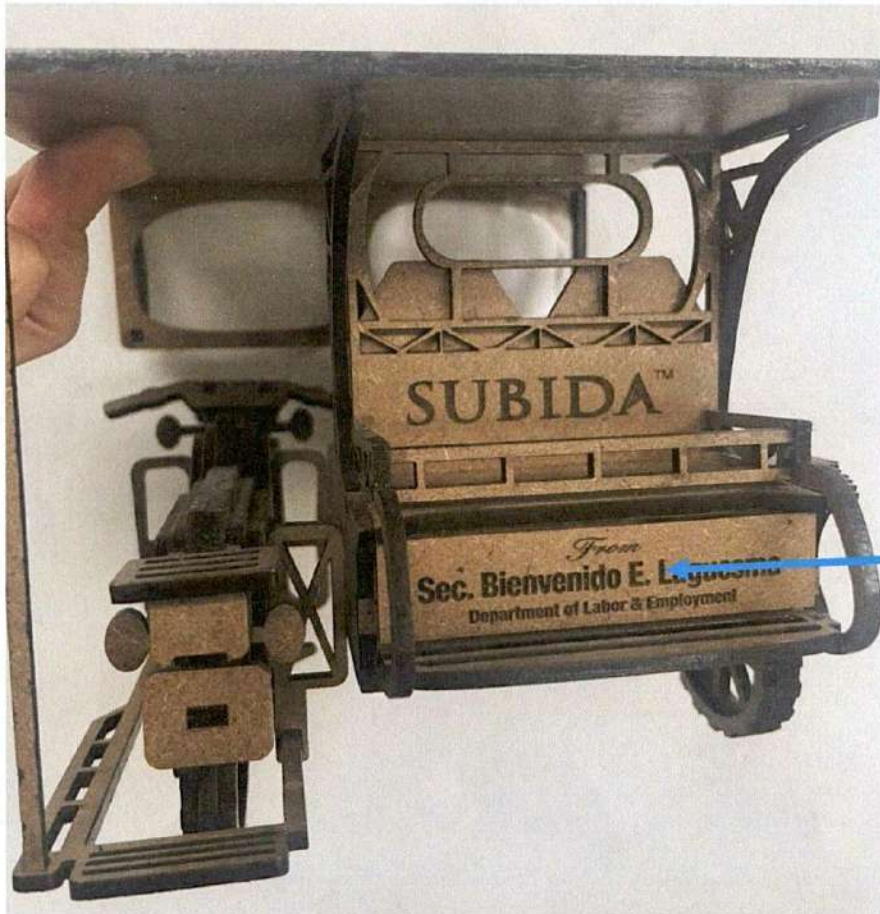
**TEXT: 2024 Presidential Awards for Filipino
Individuals and Organizations Overseas**

PAFIOO LOGO



TEXT: Commission on Filipinos Overseas

TRICYCLE BACK VIEW



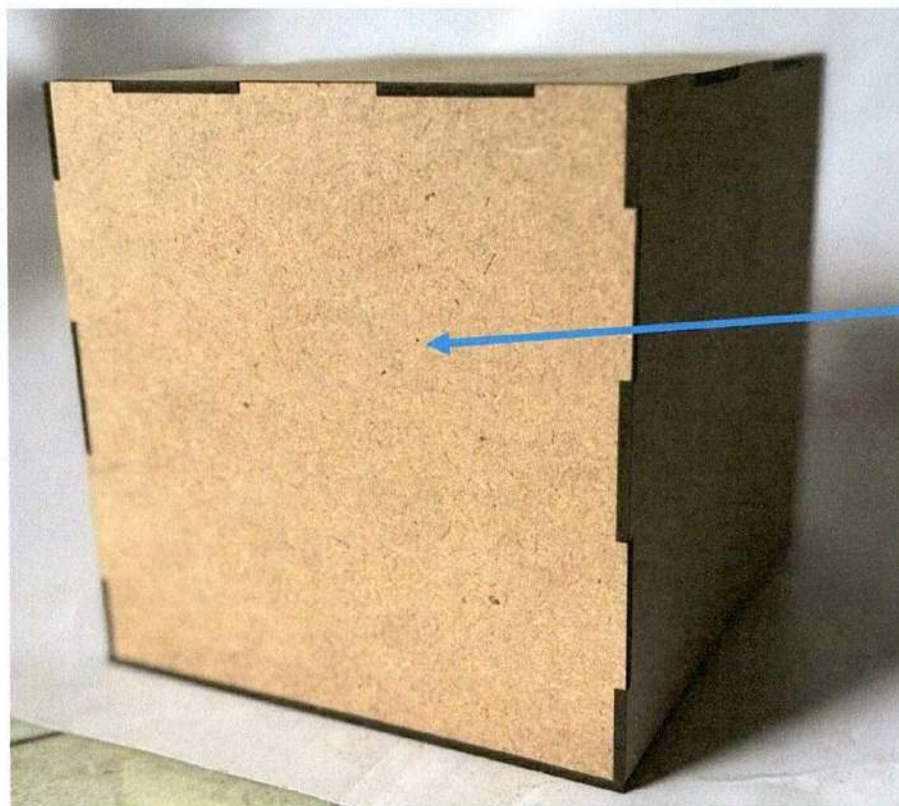
**From:
SECRETARY ROMULO "LEO" V. ARUGAY
Chairperson
Commission on Filipinos Overseas**

TRICYCLE TOP VIEW



**CFO LOGO AND
BAGONG PILIPINAS LOGO (side-by-side)**

CUSTOMIZED BOX ENGRAVING INSTRUCTION



**CFO LOGO AND
BAGONG PILIPINAS LOGO (side-by-side)**