

Date: \_\_\_\_\_


**REQUEST FOR QUOTATION**

**Gentlemen:**

Please quote your lowest government price (s), stating the shortest time of delivery on the item(s) listed below and submit your quotation duly signed by your representative through email or sealed envelope direct to the Chairperson, Bids and Award Committee or thru the authorized canvasser of this office not later than January 25, 2024.

If you do not have the exact item on request, please feel free to offer the equivalent or possible substitute.

*Very Truly yours,*

  
**NECITAS D. LARGO**  
 BAC Chairperson

QTY	UNIT	ARTICLES AND DESCRIPTION	UNIT PRICE	TOTAL
1	lot	Courier Services for the Door to Door Delivery of 41 Computer Sets for Various National Child Development Centers (NCDCs) of the ECCD Council		
		<b>Place of Delivery:</b> 41 Various National Child Development Centers (NCDCs) nationwide		
		<b>Place of Collection:</b> ECCD Council Office, 4th Floor, Belvedere Tower, No. 15 San Miguel Avenue, Ortigas Center, Pasig City		
		<b>Delivery Period:</b> 2 months from receipt of Notice to Proceed		
		<b>Scope of Works:</b>		
		<b>Obligations of the Courier Services:</b>		
		a. The courier services shall be responsible for the repacking and labeling per box and delivery to designated center/site. Prior to delivery must be coordinated to ECCD Council		
		b. Packing Instructions		
		<b>Box</b>		
		1. Equipment must be repacked in a Bubble Wrap per items and put in a box		
		2. All boxes must be properly labeled with the designated center/site indicated <b>fragile</b>		
		c. Goods shall be considered under the custody of courier to the time the goods are delivered and duly acknowledge by any Authorized Receiving Personnel per center.		
		d. Courier shall be liable for any loss including damages of goods under its custody from the source and/or to final destination		
		e. ECCD shall have the option to require the courier to settle his liability through deduction from the claim, payment in cash or replaced damaged or lost items with same specifications.		
		f. Submit transport plan prior to the start of delivery.		
		Distribution Schedule attached		
		<b>GRAND TOTAL (Including the Materials, Labor, Delivery &amp; Tax)</b>		
		Other Requirements:		
		1. PhilGEPS Registration Number		
		2. Mayor's permit		
		3. BIR Certificate of Registration		
		3. DTI Registration		
		5. Income/Business Tax Return		
		6. Omnibus Sworn Statement		
		Mode of Payment: Send Bill		
		Email Add: <a href="mailto:ndl@eccdcouncil.gov.ph">ndl@eccdcouncil.gov.ph</a> / <a href="mailto:cora@eccdcouncil.gov.ph">cora@eccdcouncil.gov.ph</a>		

After having carefully read and accept your requirements, I/we quote you on the above items and bind ourselves to deliver the above articles and description within the specified dates. The quotations are good up to 60 calendar days.

SUPPLIER/CONTRACTOR	
Signature	
Name/Designation of Representative	
Office/Company Name	
Address	
Telephone Nos.	
Fax Nos.	