

Republic of the Philippines  
**EARLY CHILDHOOD CARE AND DEVELOPMENT COUNCIL**  
 4/F Belvedere Tower, No. 15 San Miguel Avenue, Ortigas Center, Pasig City  
 Tel. No. (02) 8571-6833/(02) 8571-4615

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

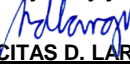
**REQUEST FOR QUOTATION**

**Gentlemen:**

Please quote your lowest government price (s), stating the shortest time of delivery on the item(s) listed below and submit your quotation/proposal duly signed by your representative through email or sealed envelope direct to the Chairperson, Bids and Award Committee of this office on or before **September 11, 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**

**Chairperson, Procurement Committee**

QTY	UNIT	ARTICLES AND DESCRIPTION	UNIT PRICE	TOTAL
1	lot	<b>Rental of ECCD Office</b>		
		<i>Location: within Ortigas Center, Pasig City</i>		
		<i>Space Requirements: 200 - 225 square meters</i>		
		<i>with tiles flooring</i>		
		<i>with Rest Rooms</i>		
		<i>with PLDT and Globe ready lines</i>		
		<i>with Structured cabling</i>		
		<i>with parking space</i>		
		<i>Terms: Monthly Rate for One (1) Year renewable</i>		
		<b><u>Other Requirements to be submitted:</u></b>		
		Philgeps Registration Number		
		Mayor's Permit		
		Income/Business Tax Return		
		Omnibus Sworn Statement (Revised)		
		DTI/SEC Registration		
		<b>Conditions:</b>		
		<b>Terms of Payment: Monthly Billing</b>		
		<b>Proposal/Quotation are inclusive of all costs and applicable Taxes</b>		
		For any queries, you may Contact Nos. (02)8571-6833/(02) 8571-8041		
		Email Add: ndl@eccdcouncil.gov.ph/cora@eccdcouncil.gov.ph/glenn@eccdcouncil.gov.ph		

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.

<b>SUPPLIER</b>	
Signature	
Name/Designation	
Office/Company Name	
Address	
Telephone Nos.	
CP No.	