

REQUEST FOR QUOTATION

PR NO. 24-06-331

Ladies and Gentlemen:

PCA-ZAMBOANGA RESEARCH CENTER is in the market for the items indicated below. Please quote your lowest prices and terms of payment. Indicate discount, if any, the brand and/or trademark offered and date of delivery. In the event of award, it is understood that option availability of stock shall be good within thirty (30) days from date of tender.

[illegible]

Certified correct as to prices quoted and accept conditions stated above:

Name of Firm: _____
 Representative: _____
 Address/Tel No.: _____
 Tax Identification Number (TIN): _____
 Date of Offer: _____

Very truly yours,

LIBERTY H. CANJA, PhD.
Acting Department Manager III
PCA-ZAMBOANGA RESEARCH CENTER

Note:

1. Bid documents must be submitted in one (1) big envelope addressed to the BAC-Chairperson of the PCA-Zamboanga Research Center—one (1) original and two (2) certified photocopies—to be placed in an individual folder and in two (2) separate envelopes with markings, technical, and financial documents. All envelopes must be sealed and signed.
 2. Bidders are required to fill-out the Request for Quotation Form properly, i.e., brand name, unit price, total amount per item (if applicable), and the total bid amount.
 3. Bids received that exceed the Approved Budget for the Contract shall be automatically rejected at the bid opening.
 4. The bid offer should be VAT-inclusive.
 5. The submission of bid documents must be properly labeled and include a table of contents.
 6. The payment and acquisition of the bidding documents (RFQ) will be from July 10, 2024 to July 12, 2024 (8:00AM to 3:30PM), at the address above.
 7. Any missing document on the aforementioned requirements is grounds for outright rejection of the bid.
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