



Republic of the Philippines
DEPARTMENT OF FINANCE
Roxas Boulevard Corner Pablo Ocampo, Sr. Street
Manila 1004

REQUEST FOR QUOTATION

Date : May 4, 2023
Purchase Quotation No. : 2023-05-0107

Gentlemen :

Please quote your lowest price on the item listed below, subject to the General Conditions at the back hereof and submit your quotation duly signed by your representative in sealed envelope direct to the Bids and Awards Committee (BAC) Chairperson or thru the authorized canvasser of this Department not later than _____ the time and date of the opening of the sealed quotation.

ALVIN P. DIAZ, Director IV
Central Administration Office

QUANTITY	UNIT	ARTICLE / MERCHANDISE / SPECIFICATION	UNIT PRICE	TOTAL
1	unit	Microwave Oven, Digital Oven Capacity: 25-32 L Door Type: Push Button Power Consumption: 1200W / 1500W Power Source: 220V / 60Hz Digital Control Panel Defrost Function with ECO Mode Warranty: Parts: 1 year Labor: 1 year Accessories: Quick Guide Label, Roller Ring, Turntable	8,500.00	8,500.00
1	unit	Oven Toaster Capacity: 14-23 L Temperature Control/Heat Selector: 100-250° with 60-minute Timer Temperature Setting Light Indicator Cool-touch Handle Stainless Steel Front Panel Warranty: 1 year on parts Accessories: Tray and Grill Rack	3,500.00	3,500.00
1	unit	Coffee Machine Espresso coffee machine Minimum 1.7 liter water capacity	49,500.00	49,500.00

QUANTITY	UNIT	ARTICLE / MERCHANDISE / SPECIFICATION	UNIT PRICE	TOTAL
1	unit	Sterilizer and Dish Dryer Minimum 23 cu. Ft.	7,000.00	7,000.00
2	unit	Microwave Oven Minimum 25-liter capacity	8,000.00	16,000.00
		NOTE: Please include the following required documents upon submission of your proposal for evaluation purposes: 1. Mayor's/Business Permit 2. PhilGEPS Registration Number Additional required document (to be submitted by the winning bidder before issuance of Purchase Order): 3. Duly notarized Omnibus Sworn Statement (Revised)		
		(For IAS & OSEC Use)		
			84,500.00	

After having carefully read and accepted your General conditions, I/we quote you on the item at prices noted above and bind ourselves to deliver the above articles/merchandise within _____ calendar days from receipt of your valid Purchase Order (PO). The quotation are good only up to _____.

Canvassed by :

Supplier : _____
 By : _____
 Tel. No. : _____
 TIN : _____



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By : _____
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GENERAL CONDITIONS

1. The bidders are required to submit brochures, literatures, pictures and technical data pertaining to the brand and model of the equipment being offered.
2. The quotation will not be considered unless it is properly signed by the bidder's authorized representative.
3. All prizes quoted herein are valid and binding for a period of sixty (60) days.
4. Bidder shall be responsible for the source of his equipment.
5. Subject to the provisions of the preceeding paragraph, where awardee has accepted a Purchase Order (PO) but fails to deliver the required products within the time called for in the same order, he must return the order accompanied by written explanations within the period of delivery of the merchandise. Thereafter, if the awardee has not completed delivery within the period, the subject PO shall be cancelled and the award shall be withdrawn from that supplier. The DOF shall then purchase the required item from such other sources as it may determine, with the price difference to be charged against the defaulting awardee.
6. The DOF reserves the right to reject any or all quotations, to waive any formality therein or to accept such quotations as may be considered most advantageous to the government.