

REQUEST FOR QUOTATION

Date _____

Sir / Madam:

Please furnish us with your quotation on or before _____ for the following items:

No.	Quantity	PARTICULARS	Unit Cost	Total Cost
1	1362 L	<p>Diesel Fuel for SSS Sagay Branch for the period January to June 2020</p> <p><i>Specification:</i></p> <ol style="list-style-type: none"> 1. Diesel or approved equal for automotive 2. Euro 4 Compliant Diesel Fuel 3. Clean Air Acr of 2014 compliant to sulfur content 4. Water content (%vol.); 0.1 maximum 5. Biodegradable and Non-toxic <p><i>Terms and Conditions:</i></p> <ol style="list-style-type: none"> 1. Fuel to be supplied must be Euro 4 compliant. 2. Fuel Station must be accessible to SSS Sagay Branch (w/in 5 Km radius). 3. The amount per liter of fuel to be charged shall be based on pump price as per this canvass. 4. Delivery term shall be on a staggard basis within 5 working days upon receipt of Purchase Order. 5. Only vehicle/s indicated in the Purchase Order should be filled up with corresponding no. of liters. 6. Payment terms : Seven (7) working Days upon receipt of the Billing Statement. 7. No cash bond shall be required. <p style="text-align: right;">ABC: Pphp66,738.00</p>	P _____/unit	P _____

Reminder : Price quotation should be made with extra care taking into account the stated Technical Specifications and Conditions and the offeror binds himself to this .

Delivery Terms: Upon receipt of approved Job Order / Purchase Order.
Mode of Procurement: Small Value Procurement
Payment Terms: Supplier shall be paid in accordance to Government Terms.
Price Validity : Three (3) months

GENERAL CONDITIONS:

1. Suppliers shall submit this Request for Quotation duly filled up together with the latest Mayor's Permit, Philgeps Registration No. , BIR 2303, Sample Receipt (to be submitted once a year) and Omnibus Sworn Statement if ABC is greater than P50,000.00.
2. For canvass with an ABC of P 100,000.00 and above, the winning bidder is required to post a Performance Bond within Three (3) Calendar Days from receipt of Notice of Award equivalent to 5% Cash, Cashier's / Manager's Check, Bank Guarantee / Draft or 30% Surety Bond callable upon demand, of the contract price.
3. Winning bidder who fails to satisfactorily deliver goods under the contract within the specified schedule, inclusive of duly granted extensions, if any, shall be liable for damages equal to One-tenth (1/10) of one percent (1%) of cost of the goods schedule for delivery for every day of delay until such goods are finally delivered.
4. SSS reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract (Section 41, 2016 RA 9184).

Very Truly Yours,


MA. SHEILA V. GALENO
 Branch Head

Tel. No. (034) 488-0270 / 722-1869
 email add: sagay@sss.gov.ph

This is to certify that my Company is updated in the payment of contributions and loans to SSS and after having carefully read and accepted your General Conditions, we bind ourselves to the price quoted on the space provided above.

 Owner/Company Representative
 (Sign over Printed Name)

**Please Indicate below your Business Name,
 Address and Telephone Number and Date Received.**

Business Name: _____

Business Address: _____

E Mail Address: _____

PhilGeeps Registration No. _____

Tel. No.: _____

TIN No. _____