



REQUEST FOR PRICE QUOTATION/ PROPOSAL

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| Project: For tokens/prizes for the participants during ECP seminars/webinars and the celebration of ECC's 50th Anniversary | RPQ No.: 25-01-004 |
| Mode of Procurement: Negotiated Procurement - Small Value Procurement (Sec. 53.9) | Date: January 07, 2025 |
| Approved Budget for the Contract: 375,000.00 | PR No.: 25-01-008 |

Sir/Madam:

The Employee's Compensation Commission invites you to submit your **LOWEST PRICE OFFER (Inclusive of all taxes)**, on the project/ items described below and subject to the Terms of Reference / Specifications provided in this RPQ. Price Quotation may be submitted through the following modes:

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| For RPQ with ABC of P50,000.00 and below <input type="checkbox"/> | 1. Signed printed Quotation (open canvass/ envelope) via manual submission/handcarry/ mail or courier, to the BAC Secretariat 5F ECC Bldg. 355 Sen. Gil Puyat Avenue, Makati City 2. Online or electronic submission of signed soft copy via email to supply@ecc.gov.ph |
| For RPQ with ABC above P50,000.00 <input checked="" type="checkbox"/> | 1. Signed printed quotation in a sealed envelope via personal submission/ handcarry/ mail or courier, to the BAC Secretariat 5F ECC Bldg. 355 Sen. Gil Puyat Avenue, Makati City |

Submit your proposals with the required eligibility documents not later than _____. Bids / quotes in excess of the ABC shall be automatically rejected. The ECC reserves the right to reject any or all bids/ quotations.

Very truly yours,

ATTY. EVELYN R. RAMOS
Chairperson, ECC-BAC

| No | Qty | Unit | Item/Description | ABC | Unit Cost | Total Cost |
|--|-----|------|---|--|---------------------------|------------|
| | 1 | Lot | 2way Tote Bag with Two Front Pocket, zipper, and company logo (back) Quantity: 1,500 Color: Off-White Fabric details Body: 100% Cotton/ Shoulder: Handle: Face: 100% Cotton/ Back: 100% Polyester Size: • Width(Top): 16.9inch • Width(Bottom): 11.4inch • Height: 15.4inch • Depth: 5.7inch • Handle Length:14.6inch • Belt Length: 27inch-51.2inch • Bag Capacity: 21Liters Packaging: Individually packed in durable individual resealable plastic. Design Printing Method: UV Printing / Gravure Printing / Sublimation / Heat Transfer Delivery Date: On or before the end of February 2025 or 15 business days after the approval of the mock-up/prototype design. Others: Concept and design to be provided by ECC (See attached sample design) General Requirements: 1. The bidder must submit a prototype upon submission of bid to validate conformity to the specifications of the end-user.. 2. The quality of the prototype should be the actual representation of the product to be supplied. 3. Defective items returned by the ECC within a six (6)-month period from issuance of Certificate of Acceptance shall be replaced by the supplier within <i>fifteen (15) calendar days</i> . 4. Prototype should not bear any trade labels/marks other than that of ECC. | 375,000.00 | | |
| Total Cost (in words) | | | | | Total (in figures) | |
| Terms of Delivery: Within 30 days upon receipt of PO/NTP | | | | Terms of Payment: Government Terms | | |
| <ul style="list-style-type: none"> We undertake, if our Proposal is accepted, to deliver the goods/services as identified in the Technical Specifications/Terms of Reference and in accordance with the delivery schedule. Our quotation includes all taxes, duties and/or levies payable and is valid for a period of THIRTY (30) calendar days upon issuance of this document. We understand that you are not bound to accept the lowest or any Proposal you may receive. | | | | | | |
| Signature Over Printed Name of Authorized Representative | | | | Contact No/Email Add | | |
| Name of Company | | | | Date Signed | | |
| Business Address | | | | | | |
| Required Eligibility Documents | | | | PhilGEPS Certificate/Number; Mayor's/DTI Business Permit 2023; Omnibus Sworn Statement; SPA/Sec-Cert | | |

