



SENATE

REQUEST FOR QUOTATION

Date : 9/20/2023
 RSQ No. : **RSQ-E 23-09-157**
 Requisitioner : HRMS
 Canvasser : **RONALD C. GONZALES**

Sir/Madam:

We invite all GEPS registered bidders to submit sealed quotation for the item/s listed below, addressed to the Chairman, Bids and Awards Committee (BAC), 4/F Senate of the Philippines, GSIS Bldg., Financial Center, Pasay City. The quotation for Purchase Request No. **PR-23-09-792** must be submitted to the Office of the Chairman, Bids and Awards Committee, Room 408 or the Secretariat, Bids and Awards Committee, Room 401, 4/F Senate of the Philippines, GSIS Building, Financial Center, Pasay City, not later than 5PM of _____. Kindly observe and comply with the stated specifications / descriptions / unit of items for quotation, and specify country of manufacture or origin in the item, any erasure must be properly initialed by the bidder. Bidders are presumed to have reviewed all bids indicated herein before submission to the BAC. Please do not forget to indicate the following references in your envelope "**PR NO.** _____ / **RSQ NO.** _____, Assigned Canvasser: _____, **CLOSING DATE:** _____"

LIKewise, ALL QUOTATIONS MUST BE VALID FOR AT LEAST THIRTY (30) DAYS FROM THE CLOSING DATE OF POSTING WITH THE PHILGEPS AND SUBJECT TO THE GENERAL CONDITIONS FOUND AT THE BACK OF THIS FORM.

[Signature]
ATTY. MARIA VALENTINA S. CRUZ
 CHAIRPERSON
 BIDS AND AWARDS COMMITTEE

THE CHAIRMAN
 Bids and Awards Committee
 c/o Secretariat, Bids and Awards Committee
 Room 401 4/L, Senate of the Philippines, GSIS Building, Financial Center, Pasay City
 Fax No. 552-6601 local 1602 or 552-6803

Sir: As requested in your letter above, we are pleased to quote hereunder our price/s for the following item/s subject to the General Conditions stated at the back:

Item No	Quantity	UOM	Item Description	Unit Cost	UNIT PRICE (Inclusive of all Taxes)	TOTAL
			PR-23-09-792 - HRMS			
1	25	UNIT	Plaque for 2023 Milestone Award ·Glass plaque ·Height is 9" ·Width is 6" ·Contain the Senate Seal on the Center ·It has the following message ·The Senate of the Philippines ·awards this ·PLAQUE OF RECOGNITION ·to ·(Name of Retiree) ·in recognition and gratitude for ____ years ·of dedicated service to the Senate of the Philippines. ·Given this ____ day of ____, 2023. ·HON. JUAN MIGUEL F. ZUBIRI ·Senate President ·Attested by: Atty. RENATO N. BANTUG Jr. ·Senate Secretary ·ROSELLA M. EUGENIO ·S.E.N.A.D.O. President	25,000.00 1,000.00/UNIT		
			----- NOTHING FOLLOWS -----			

(QUOTATIONS must be valid for at least thirty [30] to forty five [45] days from closing date)

TERMS OF DELIVERY _____

TERMS OF PAYMENT: Government Terms (NO C.O.D. / NO ADVANCE PAYMENT)

Address of Supplier _____

(Name of Company) _____

E-Mail Address _____

PhilGEPS Reg. No. _____ Expiry Date: _____

Tel./Fax No./s _____

TIN _____

(Signature over Printed Name Authorized Representative)