



**GOVERNMENT SERVICE INSURANCE SYSTEM  
Naga Branch Office  
Del Rosario, Naga City 4400**

**REQUEST FOR QUOTATION**

Date: \_\_\_\_\_

RFQ No.: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

Business Permit No. and Validity Period: \_\_\_\_\_ TIN No.: \_\_\_\_\_

PhilGEPS Registration No. and Validity Period: \_\_\_\_\_

Please quote your best offer for the item/s described below, subject to the Terms and Conditions. Submit your quotation duly signed by you or your representative not later than September 14, 2017.

Note : **Sealed quotation/s** may be submitted or mailed at the address indicated below.

**MARIA ELIZABETH B. RUEDA**

**Staff Officer I, OBM**

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

ITEM DESCRIPTION	GSIS REQUIREMENT/S		OFFER/ QUOTATION					REMARKS
	Quantity (Qty)	Approved Budget of the Contract	PRICE			Compliance with Technical Specifications (please check)		
			QTY	Unit Price	Total Price	Yes	No	
<b>Provision of labor and materials for the repair, maintenance and relocation of various air conditioning units</b>  <b>In accordance with the Terms of Reference</b>	<b>1 Lot</b>	<b>65,000.00</b>				[ ]	[ ]	

Willing to Deliver on Account : \_\_\_\_\_

\_\_\_\_\_  
Signature over printed name

\_\_\_\_\_  
Contact Numbers  
(Landline and/or Mobile) /e-mail address

**TERMS AND CONDITIONS:**

- Bidders shall provide correct and accurate information required in this form;
- Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission;
- Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable;
- Quotations exceeding the Approved Budget for the Contract shall be rejected;
- Award of contract shall be made to the lowest quotation (for goods and services) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein;
- Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s;
- The item/s shall be delivered within \_\_\_\_\_ working days after receipt of Purchase Order through fax to \_\_\_\_\_;
- The GSIS shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications; and
- Liquidated damages equivalent to one tenth of one percent (0.001%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The GSIS shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.