



PHILIPPINE INSTITUTE FOR DEVELOPMENT STUDIES
18th Floor Three Cyberpod Centris-North Tower EDSA Quezon City
Tel No. 8877-4013/4006: Fax 8877-4099 : TIN # 000-844-550

REQUEST FOR QUOTATION

Date: October 24, 2024
Reference No (PR No.): 2024-353

To All Interested Bidders:

This is to request for quotation on the PIDS procurement requirement enumerated hereunder. If you are interested and, in a position, to furnish the same, we shall be glad to have your best price, terms and conditions of delivery, submitted not later than **October 30, 2024 (10:00 AM)** addressed to the *Procurement Management Division of the Administrative and Finance Department* at the abovementioned address. PIDS reserves the right to reject any and all bids, declare failure of bidding, or not award the contract under the conditions specified in Section 41 of the 2016 Revised IRR of RA 9184.

The price quotation/s, to be denominated in Philippine peso, **shall include all applicable taxes, duties, and/or levies payable.**

Very truly yours,

July R. Suing
CAO, Procurement Management Division

Item	Qty	UOM	Articles/Description	Unit Cost	Total Cost
1	600	Pcs	<p>Supply and Delivery of Personalized Wooden Desktop Organizers</p> <p>Please see attached Technical Specifications</p> <p>ABC: PhP300,000.00</p> <p>Delivery Instructions:</p> <ul style="list-style-type: none"> • Submission of mock-up design within five (5) calendar days upon issuance of Purchase Order. • Delivery of items within thirty (30) calendar days upon approval of mock-up design. 		
<p>Requirements:</p> <ul style="list-style-type: none"> • Valid Mayor's/Business Permit • PhilGEPS Registration No. (if PhilGEPS Platinum Certificate is provided, Mayor's/Business Permit is no longer required) • Notarized Omnibus Sworn Statement and Secretary's Certificate if applicable 					

The price and details of the above offer are certified correct:

_____	_____
Name of Firm (<i>Bidder</i>)	Signature over Printed Name of <i>Bidder's Representative</i>
_____	_____
Address	Business Permit No.
_____	_____
Telephone and/or Mobile No.	Tax Identification Number (<i>TIN</i>)
_____	_____
Email Address	PhilGEPS Registration Number

Note: PIDS is evaluating its supplier's performance based on the quality of services rendered or goods delivered, timeliness of delivery, customer/after sales service and overall quality of service.

Technical Specifications:

- Dimensions: 4.5in x 11.5in x 3-3.5in
- Varnished
- Must be Individually boxed/ presentably packed/bagged
- With colored PIDS logo (left) and PIDS tag line (right) “Service through Policy Research”.
- Sample/mock-up must be submitted for approval prior to production

The sample picture is for reference only.



Conforme:
