



**CLIMATE CHANGE COMMISSION
BIDS AND AWARDS COMMITTEE**
8353-8494 || bac@climate.gov.ph

17 April 2024

**REQUEST FOR QUOTATION
RFQ NO. 2024-002A**

The **Climate Change Commission – Climate Change Office** through the Administrative and Finance Division intends to procure **“LEASE OF PHOTOCOPYING MACHINE FY 2024-REBID”** with an Approved Budget Contract amounting to **Two Hundred Twenty Thousand Pesos (PhP220,000.00)** for Fiscal Year 2024 in accordance with **Section 53.9** (Negotiated Procurement – Small Value Procurement) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Kindly quote your **best offer** for the lease of printing machine described herein provided at the last page of this Request for Quotation (RFQ) and submit the same in a closed envelope duly signed by your authorized representative **not later than 22 April 2024, 10:00AM** to the BAC Secretariat, 6th Floor, First Residences Bldg., 1557 J.P. Laurel St., corner Matienza St., Malacanang Compound, San Miguel, Manila 1005.

The copies of your **2024 Business/Mayor’s Permit, PhilGEPS Registration Number/Certificate, Income/Business Tax Return, Notarized Omnibus Sworn Statement (GPPB-prescribed forms), and Secretary’s Certificate (if corporation)** are also required to be submitted along with your signed quotation/proposal. Late and incomplete submission will not be accepted.

For any clarification, you may contact the BAC Secretariat at **(632) 8353-8494** or email address at bac@climate.gov.ph.

BHABY EDLYN V. ZAMORA
Chairperson
Bids and Awards Committee



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QUOTATION FORM

TERMS AND CONDITIONS

1. The Approved Budget for the Contract (ABC) is **Two Hundred Twenty Thousand Pesos (PhP220,000.00)**.
2. Price Quotation should be inclusive of all applicable government taxes.
3. Price Quotation shall be valid within One Hundred Twenty (120) calendar days from the deadline of submission of RFQ.

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost (PHP)
1	5	Unit	Lease of Photocopying Machine Inclusive of the following: -repair and maintenance -toner refill -maximum of 10,000 copies per unit per month (in excess of 10,000 copies PhP 0.55 per copy per print) Contract Duration: May 2024 to 31 December 2024 (Please see attached Terms of References) xxxnothingsfollowxxxxxx	44,000.00	

In case you did not receive any communication from Climate Change Commission – Bids and Awards Committee (CCC-BAC) for one (1) month from the deadline indicated above, it is understood that the award was not made in your favor.

The CCC-BAC reserves the right to accept or reject any or all quotation/bid, annul the bidding process and reject all quotations/bids at any time prior to contract award without thereby incurring any liability to the affected bidder or bidders.

For clarifications, please contact Ms. Sarah Jane Lee and Ms. Ma. Catherine C. Dimagiba of the CCC-BAC Secretariat at 8353-8494 or bac@climate.gov.ph.

I have read and understood the Terms and Conditions stated above.

By signing this quote, I hereby agree and bind myself to the Terms and Conditions and the attached Terms of Reference for this procurement project, and the rules of procurement enshrined in the Republic Act No. 9184, as amended.

Signature Over Printed Name : _____
 Name of Company : _____
 Position in Firm : _____
 Business Address : _____
 Contact Information : _____