

REQUEST FOR QUOTATION



For: SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR USE OF GEAMH

Date: March 4, 2019

RFQ No.: nlontoc-RFQ-G0050-2019

PR No.: 2019-2-H-179

PHILGEPS Ref. No.: 6066105

Name of Company

Complete Company Address

To whom it may concern:

Please quote your lowest price/s on the lot or item/s below, subject to General Conditions indicated herein, stating the shortest time of delivery and submit your quotation duly signed by your official representative not later than **March 11, 2019 at 5:00 PM** to the **BAC Office**.

Very truly yours,

RENATO A. ABUTAN
 BAC-A Chairman

CANVASSERS'S CERTIFICATION

This is to certify that I have full knowledge, authority and responsibility in distributing and/or collecting the Request for Quotation in accordance to the guidelines in securing prices for GEAMH of the Provincial Government of Cavite.

 (Printed Name above Signature)
AUTHORIZED CANVASSER

PLEASE QUOTE: PER ITEM

BIDDER'S PROPOSAL BOX

No	ITEM DESCRIPTION (ITEM NAME&TECHNICALSPECIFICATIONS)	QTY.	UNIT	APPROVED BUDGET OF CONTRACT (ABC)	FINANCIAL PROPOSAL (Indicate the Price Offer)		TECHNICAL PROPOSAL	Delivery weeks /days
					Unit Price	Total Price		
1	BOND PAPER S-20 LONG	200	Reams	75,600.00				
2	BOND PAPER SHORT	200	Reams	60,600.00				
3	MIMEO PAPER WHITEWOVE S-20 SHORT	200	Reams	26,200.00				
4	MIMEO LONG2	200	Reams	30,200.00				
	nothing follows							
	TOTAL			192,600.00				

- GENERAL CONDITIONS**
1. All entries must be typewritten and legible;
 2. Bidders must submit necessary business permits(SEC,LGU,DTI, CDA, BIR Certificate, etc.);
 3. Place this RFQ in a sealed envelope and type the following details on the face of the envelope:
 Your Company Name
 RFQ No.
 PR No.
 PHILGEPS Reference No.
 4. Delivery period must be at least within _____ calendar days from date of the Notice to Proceed (Indicate the days of delivery in the Bidder's Proposal box)
 5. Item/s delivered must have warranties for unit replacements, parts, labor or other services;
 6. Price validity shall be for a period of three(3) months;
 7. Quoted prices must be inclusive of taxes, and other charges or fees and shall not exceed the Approved Budget for the Contract(ABC);
 8. If Bid is accepted, the supplier undertakes to provide a performance security in the form, amounts, and within the times specified in the Revised IRR of R.A. 9184;
 9. It is understood that the Provincial Government of Cavite is not bound to accept the Lowest Calculated Bid or any Bid it may receive.
 10. Transaction with the Provincial Government of Cavite shall mean compliance by the winning bidder with the bid and delivery requirements before the issuance of check payment;
 11. Failure to comply with these conditions shall mean disqualification of your bid proposal

SUPPLIER/CONTRACTOR/CONSULTANTS CERTIFICATION

Date: March 11, 2019

After having carefully read and accepted Your General Conditions, I/We quote you on the item/s at price/s noted above for immediate delivery and shipment which can be made in _____ days from receipt of the Notice To Proceed.

 Print Name & Signature of Authorized Representative

 Company Tel./Fax/Mobile No.

 Company Tax Identification No. (TIN)

***Attach Certificate of Registration (BIR)**

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