

REQUEST FOR QUOTATION



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

Date: April 1, 2019

RFQ No.: niontoc-RFQ-G0067-2019

PR No.: 2019-3-H-263

PHILGEPS Ref. No.: 6128540

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 **April 8, 2019 at 5:00 PM** to the **BAC Office**.

Very truly yours,
RENATO A. ABUTAN
 BAC-A Chairman

CANVASSER'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 **KPFP** 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 & TECHNICAL SPECIFICATIONS)	QTY.	UNIT	APPROVED BUDGET OF CONTRACT (ABC)	FINANCIAL PROPOSAL (Indicate the Price Offer)		TECHNICAL PROPOSAL	Delivery weeks /days
					Unit Price	Total Price		
1	OFFICE SUPPLIES			265,164.00				
	see 2 nd page			265,164.00				

- 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: April 8, 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)**

150 4/11

Page 2 of Request for Quotation for SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR USE OF KPFP

PLEASE QUOTE: PER ITEM

BIDDER'S PROPOSAL BOX

No	ITEM DESCRIPTION (ITEM NAME&TECHNICALSPECIFICATIONS)	QTY.	UNIT	APPROVED BUDGET OF CONTRACT (ABC)	FINANCIAL PROPOSAL <i>(Indicate the Price Offer)</i>		TECHNICAL PROPOSAL	Delivery weeks /days
					Unit Pric e	Total Price		
1	CHARGE SLIP 50 X 3	426	PAD	38,340.00				
2	INDEX OF PAYMENT TO EMPLOYEES	56	PC	840.00				
3	LABORATORY GENERAL ENTRY LOGBOOK	7	PC	12,600.00				
4	LOGBOOK SOFT BOUND COLORED 200PP	66	PC	59,400.00				
5	STOCK CARD	1897	PC	36,991.50				
6	OPD YELLOW CARD/HACT ORANGE	12315	PC	116,992.50				
				265,164.00				

Company Name.

Address

Print Name & Signature of Authorized Representative