

REQUEST FOR QUOTATION

FOR THE SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR THE USE IN THE OFFICE OF THE PROVINCIAL ASSESSOR OF CAVITE FOR 3RD QUARTER

Date: May 27, 2020

RFQ No.: NLONTOC-RFQ-167-2020

PR No.: 2020-5-837/05-19-2020

PHILGEPS Ref. No.: 7011883

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 June 3, 2020 at 5:00 PM to the BAC Office, 2/F Provincial Capitol Bldg., Bray, San Agustin, Trece Martires City.

Very truly yours,

RENATO M. BUTAN
BAC 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 Provincial Assessor's Office of the Provincial Government of Cavite.

(Printed Name & 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 (days/weeks)
					Unit Price	Total Price		
	TONER, TOSHIBA E-281	3	Pcs	18,465.00				
	LETTERHEAD A4 BOOKPAPER	15	Rms	28,500.00				
	LETTERHEAD LONG BOOKPAPER	3	Rms	6,000.00				
	NUMBERING MACHINE INK LION	6	Btts	1,260.00				
	BOLTS AND NUTS	495	Pcs	9,900.00				
	CORRECTION FLUID, 20ML WATER BASE (LIQUID PAPER)	4	Btts	180.00				
	Nothing Follows							
	Total			64,305.00				

GENERAL CONDITIONS

1. All entries must be legibly handwritten or typewritten;
2. Bidders must submit necessary business permits (SEC, LGU, DTI, CDA, BIR Certificate, etc.) and PhilGEPS Online Registration/Certification; Place this RFQ in a sealed envelope and type the following details on the face of the envelope:
Company Name
RFQ No.
PR No.
PHILGEPS Reference No.
4. Delivery period must be (1) at least within 30 calendar days from date of the Notice to Proceed (Indicate the days of delivery in the Bidder's Proposal box) (2) full delivery on July 2020;
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/CONSULTANT'S CERTIFICATION

Date: June 3, 2020

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.

Printed Name & Signature
of Authorized Representative

Company Tel./Fax/Mobile No.

Company Tax Identification No. (TIN)

*Attach Certificate of Registration (BIR)