

REQUEST FOR QUOTATION

FOR THE DELIVERY OF OFFICE SUPPLIES TO BE USED IN SANGGUNIANG PANLALAWIGAN

Date: October 1, 2020

RFQ No.: NLONTOC-RFQ-235-2020

PR No.: 2020-B-1173/08-26-2020

PHILGEPS Ref. No.: 7215269

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 October 7, 2020 at 5:00 PM to the BAC Office, 2/F Provincial Capitol Bldg., Brgy. San Agustin, Trece Martires City.

Very truly yours,

RENATO M. ABUTAN
BAC-A Chairman

PLEASE QUOTE: PER ITEM

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 Sangguniang Panlalawigan of the Provincial Government of Cavite.

(Printed Name & Signature)
AUTHORIZED CANVASSER

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 | | |
| 1 | Mobile Pedestal Lock all drawers Highly strong materials used for high standards Sleek and Stay Design Institutional Heavy Duty Quality & Finish Fire Retardant & Scratch Resistant Layers: 3 layers Size: 600W x 600H Colors: Beige, Off White, Black, Charcoal Gray **See page 2 for the continuation** | 6 | units | 52,200.00 | | | | |
| | TOTAL | | | | | | | |

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;
3. 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 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/CONSULTANT'S CERTIFICATION

Date: _____

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)

**Page 2 of Request For Quotation for DELIVERY OF OFFICE SUPPLIES TO BE USED IN SANGGLUNIANG
PANLALAWIGAN**

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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 | | |
| 2 | 5 Layer Cabinet with Glass Sliding Door Dimension: Approx. W 900MM x D 600 MM x H 1850MM Material: Metal Colors: Beige, Gray Glass Sliding Door 4 Adjustable Shelves with Lock **Nothing Follows** | 8 | units | 116,000.00 | | | | |
| | TOTAL | | | 168,200.00 | | | | |

Company Name

Address

*Printed Name & Signature
of Authorized Representative*