

# REQUEST FOR QUOTATION

## For the SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR THE USE IN THE PROVINCIAL ASSESSOR'S OFFICE

Date: February 4, 2020

RFQ No.: NLONTOC-RFQ-037-2020

PR No.: 2020-1-214/01-29-2020

PHILGEPS Ref. No.: 6836599

\_\_\_\_\_  
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 **February 11, 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

**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-181	3	Pcs	18,465.00				
	Digital Duplicator Ink, DP Blk PC-14	4	Tubes	3,800.00				
	Letterhead A4 Bookpaper	15	Rms	28,500.00				
	Letterhead Long Bookpaper	3	Rms	6,000.00				
	Master roll for Duplo Digital Duplicator	1		5,000.00				
	Numbering Machine Ink Lotion	6	Btls	1,260.00				
	Bolts & Nuts	495	Pcs	9,900.00				
	Papercatch Finger Moistener	12	Pcs	420.00				
	Copy Paper size A3 (Paper One)	2	Rms	974.00				
	Plastic Cover	50	Mtrs	1,000.00				
	Correction Fluid, 20 ml water base (liquid paper)	4	Btls	180.00				
	***Nothing Follows***							
	<b>Total</b>			<b>75,499.00</b>				

**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: February 11, 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)



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