

# REQUEST FOR QUOTATION

**For: Supply and Delivery various supplies for use of the Provincial Planning and Development Office**



Name of Company \_\_\_\_\_

Date: November 20, 2021

Complete Company Address \_\_\_\_\_

RFQ No.: NLONTOC-RFQ-189-2021

PR No.: 2021-11-2189/ 11-10-2021

PHILGEPS Ref. No.: 8213872



**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 **November 26, 2021 at 5:00 PM** to the **BAC Office, 2/F Provincial Capitol Bldg., Brgy. San Agustin, Trece Martires City.**

Very truly yours,  
**RENATO A. BUTAN**  
 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 Planning and Development Office** of the Provincial Government of Cavite.

\_\_\_\_\_  
 (Printed Name & Signature)  
**AUTHORIZED CANVASSEER**

PLEASE QUOTE: **PER ITEM**

No	ITEM DESCRIPTION (Item Name & Technical Specifications)	QTY	UNIT	APPROVED BUDGET OF CONTRACT (ABC)	BIDDER'S PROPOSAL BOX		
					FINANCIAL PROPOSAL (Indicate the Price Offer)	TECHNICAL PROPOSAL	DELIVERY (days/weeks)
	<b>Office Supplies: Lumpsum</b>				Unit Price	Total Price	
1	Flash drive 16gb	6	pcs	2,994.00			
2	Flash drive 32gb	6	pcs	3,894.00			
3	Flash drive 64gb	8	pcs	11,832.00			
4	Isopropyl Alcohol 70% Solution	1	gal	607.00			
5	Notebook field 80 leaves apple 10.16cm x 15.24cm	22	pcs	1,144.00			
6	Paper Clip, Vinyl coated no. 22 small 50g/gem type	80	box	1,120.00			
	**See page 2 for the continuation**						
	<b>TOTAL</b>						

- GENERAL CONDITIONS**
- All entries must be legibly handwritten or typewritten;
  - Bidders must submit the required documents as follows:
    - Valid DTI Business Name Registration and/or SEC or CDA Certificate
    - Valid Mayor's Permit
    - PhilGEPS Online Registration
    - BIR Certificate
    - Authority of Signing Official and/or Representative
      - Special Power of Attorney if single-proprietorship or Partnership (N/A if representative is the owner or general partner)
      - Notarized Secretary's Certificate with attached Board Resolution if corporation or cooperative
      - Photocopy of two (2) valid ID's of authorizing officer and representative
    - All prospective bidders are required to get the original signed copy of Request for Quotation at the BAC Office, Provincial Capitol Bldg., Brgy. San Agustin, Trece Martires City for submission together with the eligibility requirements on or before the closing date.
    - Notarized omnibus sworn statement.
    - Other required documents.
  - 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.
  - 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)
  - Item/s delivered must have warranties for unit replacements, parts, labor or other services;
  - Price validity shall be for a period of three(3) months;
  - Quoted prices must be inclusive of taxes, and other charges or fees and shall not exceed the Approved Budget for the Contract (ABC);
  - 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;
  - It is understood that the Provincial Government of Cavite is not bound to accept the Lowest Calculated Bid or any Bid it may receive;
  - 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;
  - Failure to comply with these conditions shall mean disqualification of your bid proposal.

**SUPPLIER/CONTRACTOR/CONSULTANT'S CERTIFICATION**

Date: \_\_\_\_\_

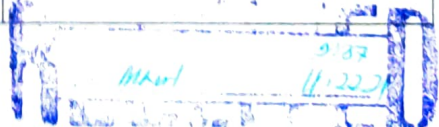
After having carefully read and accepted your General Conditions, I/we quote you on the item/s at price/s noted above for immediate delivery and shipment, which can be made in \_\_\_\_\_ days from receipt of the Notice To Proceed.

\_\_\_\_\_  
 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 the Supply and Delivery various supplies for use of the Provincial Planning and Development Office**

PLEASE QUOTE: **PER ITEM**

No.	ITEM DESCRIPTION (Item Name & Technical Specifications)	QTY	UNIT	APPROVED BUDGET OF CONTRACT (ABC)	BIDDER'S PROPOSAL BOX			
					FINANCIAL PROPOSAL (Indicate the Price Offer)		TECHNICAL PROPOSAL	Delivery (days/weeks)
					Unit Price	Total Price		
7	Photo paper A4- satin 10's							
8	Photo paper A3-RC satin 10's	10	pack	1,300.00				
9	Post it flag sign here 25x43mm	20	pack	4,900.00				
10	Record book, 500pp	12	pads	2,316.00				
11	Sign pen v10 blk	12	pcs	1,092.00				
12	Specialty paper short 10's	24	pcs	2,016.00				
13	Specialty board A4 10's	10	pack	360.00				
14	Specialty paper A4 10's	10	pack	390.00				
15	Surgical mask, 3 ply	10	pack	300.00				
16	Thumbtacks no. 33 gold 100's	130	pcs	3,250.00				
17	Colored paper A4, assorted	80	box	640.00				
18	Folder, long 14pts systems WHT	2	packs	820.00				
19	Folder, long 14pts systems WHT	200	pcs	1,000.00				
20	Binding tape, 1" (gray)	10	rolls	1,730.00				
21	Data file box single, legal	30	pcs	2,790.00				
22	Data file folder, double legal, horizontal	15	pcs	2,790.00				
23	Data file folder w/ cover	15	pcs	6,150.00				
24	Heavy duty staple wire, 23/17, 5s	5	box	1,780.00				
25	Heavy duty staple wire, 23/20, 2s	3	box	720.00				
26	Heavy duty staple wire, 23/13, 5s	3	box	828.00				
27	Heavy duty staple wire, 23/8, 2s	6	box	768.00				
28	Heavy duty stapler, Max HD-12L/17	1	unit	10,830.00				
29	Heavy duty staple remover	1	unit	2,230.00				
30	Clip backfold 1", 12s	20	pack	300.00				
31	Clip backfold 1 1/4", 12s	20	pack	460.00				
32	Post it page markers 670-5AN, 100 sheet/pad, 2"x1/2"	4	pack	1,260.00				
33	Record book, 300pp	20	pc	1,360.00				
34	Double sided tape 2	2	roll	158.00				
35	Plastic ID jacket, 4"x6"	36	pcs	1,476.00				
36	Plastic ID jacket, 4.5"x7", 40s	1	pack	1,797.00				
	ID lace, royal blue, 40s	1	pack	811.00				
	<b>***Nothing Follows***</b>							
	<b>TOTAL</b>			<b>78,213.00</b>				

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Printed Name & Signature  
of Authorized Representative