

REQUEST FOR QUOTATION

FOR: SUPPLY AND DELIVERY OF VARIOUS SUPPLIES FOR USE OF THE PROVINCIAL BUDGET OFFICE

Name of Company

Complete Company Address

Date: March 9, 2022

RFQ No.: NLONTOC-RFQ-052-2022

PR No.: 2022-2-392/ 03-04-2022

PHILGEPS Ref. No.: 8506335

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 March 15, 2022 at 5:00 PM to the BAC Office, 2/F Provincial Capitol Bldg., Brgy. San Agustin, Trece Martires City.

Very truly yours,

RENATO 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 Budget 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		
1	Record Book 500pp (hardbound) stock no. 85, double entry ledger	45	pcs	21,825.00				
2	Calculator 12-digit	4	pc	1,600.00				
3	Sign Pen Black 0.5	48	pcs	1,152.00				
4	Expanding envelope Long/Brown	20	pcs	300.00				
5	Folder long	20	pcs	100.00				
6	Flash drive 16gb	5	pcs	2,800.00				
7	Battery AAA	10	pcs	520.00				
8	PVC Cover Long (LCT 300mic 271mmx331mm)	2	boxes	1,500.00				
	**See page 2 for the continuation**							
	Total							

- GENERAL CONDITIONS
1. All entries must be legibly handwritten or typewritten;

2. Bidders must submit the required documents as follows:

a) Valid DTI Business Name Registration and/or SEC or CDA Certificate

b) Valid Mayor's Permit

c) PhilGEPS Online Registration

d) BIR Certificate

e) Authority of Signing Official and/or Representative

1. Special Power of Attorney if single-proprietorship or Partnership (N/A if representative is the owner or general partner)

2. Notarized Secretary's Certificate with attached Board Resolution if corporation or cooperative

3. Photocopy of two (2) valid ID's of authorizing officer and representative

f) 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.

g) Notarized omnibus sworn statement.

h) Other required documents.

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)
- PK1

Page 2 of Request For Quotation for the SUPPLY AND DELIVERY OF VARIOUS SUPPLIES FOR USE OF THE PROVINCIAL BUDGET OFFICE

PLEASE QUOTE: <u>PER ITEM</u>					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		
9	Duct Tape 2"x 25m (blue and gray)	2	rolls	400.00				
10	Alcohol 1 gal	30	gal	14,400.00				
11	Tissue roll	100	roll	1,000.00				
12	Pop-up tissue	1	case	1,250.00				
13	Face mask (LVTA 50's)	80	box	7,200.00				
14	Face mask (KN94 10's) white	32	pack	2,400.00				
15	Coffee 3 in 1 28g	18	pack	3,942.00				
16	Coffee 30gx10s	30	pack	5,280.00				
17	Sugar washed	18	kg	1,152.00				
18	Electrical tape (big)	2	roll	70.00				
	***Nothing Follows***							
	TOTAL			66,891.00				

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

\_\_\_\_\_  
Address

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