

Name of Procuring Entity:

RFO No./PR No.: RFO-067/PR2024-06-067

Revised on:

Date: III 16 2024

Standard Form/ Title: REQUEST FOR QUOTATION

Office/End-user: Administrative Section

COMPANY NAME:

PhIGEPS No.:

ADDRESS:

TCC No.:

TEL. NO./FAX NO:

TIN:

(SMALL VALUE PROCUREMENT ABOVE 50K) ✓

Please quote your lowest price inclusive of VAT on the item/s listed below, subject to the Terms and Conditions of this RFQ, and submit your sealed quotation and other requirements duly signed by your representative not later than **10:00am** of Jul 26, 2024 at the **DE's Cottage Conference Room of Bukitdoh 1st DEO, DPVH, Malaybalay City.**

DE's Cottage Conference Room of Bukidnon 1st DEO, DPV/H, Malaybalay City.

Please observe proper sealing and marking of bids. All envelopes must contain the RFQ number and name to be bid, name and address of the bidder and address to the BAC Chairman & bear a warning "DO NOT OPEN BEFORE date and time for the opening. No bids shall be submitted through email. Sealed quotation must meet the following requirements.

TERMS and CONDITIONS:

1. All entries must be typewritten or legibly written
2. Delivery period is within 30-45 upon receipt of the approved funded Purchase Order (P.O.). Administrative penalties pursuant to Sec. 69 of the Revised IRR-RA 9184 shall be imposed for non-delivery without valid reasons.

2092
SARAH JANE B. LAGRAMA
Engineer III
BAC Chairperson

3. **Warranty** must be submitted after acceptance by the procuring entity of the delivered supplies in the following conditions and terms of warranty:

-3 MONTHS

-1 YEAR

-3 YEARS

Expendable Supplies (consumed in used within 1 year like fuel, spareparts and etc.)
Non-Expendable Supplies (serviceable in more than one (1) year like furniture, fixtures and etc.)
IT Equipments (computers, printers and etc.)

4. **Price validity** shall be for a period of sixty (60) calendar days.

5. PhilGEPS Registration , Mayor's Permit , DTT , Income/Business Tax Return, Tax Clearance Certificate and Omnibus Sworn Statement shall be attached upon submission of quotation.

6. Bidders shall submit original brochures showing certifications of the product , if applicable

7. Please indicate the "BRAND NAME/MODEL" for each item being offered

8. The approved budget ceiling (ABC) for this procurement is

PHP 120,000.00 /

9. The awarding for this RFQ will be on a lump-sum basis. Prospective Suppliers must quote for all of the items, otherwise they will be subjected for disqualification.
10. For FUEL, Unit price may change subject for fluctuation of current pump price upon withdrawal of fuel.
11. Supplier must have an official store/registered establishment - Geotagged Photos of Actual Store of Supplier (Outside and Inside) must submitted along with their quotation.

[illegible]

Purpose:

Supply and Delivery of 400 pcs Lever Arch Binder (Portrait) for use in the filing of documents at the Administrative Section. DPMW Buk. 1st DEO. Malaybalay City.

Brand and Model:

Warranty:

Delivery Period:

Price Validity:

After having carefully read and accepted your General Conditions, I/We quote you on the items at prices noted above. If the space for Delivery Period, Warranty and Price Validity are left blank, it means that concur with the Terms and Conditions specified by DPWH.

Printed Name & Signature, Date

Contact Number/E-mail Address