



Contract Name : **Supply/Delivery of Office, Janitorial and Electrical Supplies for Use in General Services Office (GSO) (1st Quarter of 2024)**

Purchase Request No. : 24-02-0019

Office/End-User: General Services Office

TIN:

1. All entries must be typewritten or legibly written.
2. Delivery period within Fifteen (15) C.D. 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 reason.
3. Warranty Shall be for a minimum of three (3) months for supplies & materials; one year for Equipment; 3 years IT Equipment from date of acceptance by the end-user.
4. Price validity shall be for a period of sixty (60) calendar days.
5. G-EPS Registration Certificate/Mayor's Permit/DTI shall be attached upon submission of the quotation
6. Bidders shall submit original brochures showing certification of the product.
7. Please indicate the brand for each items being offered.
8. The approved budget ceiling for this procurement is **P70,388.00.**
9. All documentary requirements for the **Small Value Procurement** including the signed and notarized **Sworn Statement** shall be attached upon submission of the quotation.
10. **Quotation thru mail/fax will not be accepted**



RODERICK R. BACENA
Engineer III- PDS
BAC Chairperson

Brand and Model:	Warranty :
Delivery Period:	Price Validity :

Tel No./Cellphone No./E-mail Address

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