



CITY GOVERNMENT OF TABACO
OFFICE OF THE BIDS & AWARDS COMMITTEE
REQUEST FOR QUOTATION / PROPOSAL
Shopping [Section 52.1 (b)]

Date: _____

RFQ No. 0568-2020

P.R. No. 20-08-1098

Office / End-User: Urban & Rural Poor
Affairs Office (URPAO)

COMPANY NAME:

ADDRESS:

TEL. NO./CP NO.:

To whom it may concern:

Please quote your lowest price/s on the lot or item/s below, subject to Terms and Conditions indicated herein, stating the shortest time of delivery and submit your quotation duly signed by your official representative not later than 9:00 A.M. of _____ to the BAC Office, 2F Annex Bldg., Tabaco City Hall, Tabaco City.

1st Extension _____

Very truly yours,

2nd Extension _____

ALWIN O. NUNEZ

Procuring Officer

CANVASSER'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 with the guidelines in securing prices for the City Government of Tabaco.

(Signature over Printed Name)
Authorized Canvassers

TERMS AND CONDITIONS

1. All entries must be typewritten and legible;
2. Bidders must submit the following
DOCUMENTARY REQUIREMENTS:
 - a.) Mayor's / Business Permit
 - b.) BIR Certificate of Registration
 - c.) PhilGEPS Registration No. _____
 - d.) License to Operate (LTO) as Drug Wholesaler/Retailer/Distributor (Drugs and Medicines) License to Operate as Medical Supplies or Device Wholesaler/Retailer/Distributor for Medical Supplies
 - e.) Brochure/Picture for Appliances, Equipments and Machineries.
3. Place your Proposal together with the documents Requirements in a sealed envelope and type the following details on the face of the envelope:
Your Company / Name & Address
PhilGEPS Reference No. & PR No.
Solicitation No.
Closing date and time
(Note: WE DO NOT ACCEPT PROPOSAL/QUOTATION SUBMITTED THROUGH E-MAIL)
4. Delivery period must be at least within ten (10) calendar days upon receipt of the Notice of Award./Purchase Order (PO) or Contract.
5. Item/s delivered must have warranties for the unit replacements, parts, labor or other services.
6. Price validity shall be for a period of three (3) months.
7. Quoted price must be inclusive of taxes, and other charges or fees and shall not exceed the Approved Budget for the Contract (ABC).
8. Brand and/ or model of items offered shall be indicated across the applicable items.
9. Bid proposal should be duly signed by the authorized representative.
10. Transaction with the City Government of Tabaco 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.

Project Name:		Purchase of Office Equipments				SUPPLIER / CONTRACTOR / CONSULTANT'S PROPOSAL BOX		
No.	ITEM DESCRIPTION (Item Name & Technical Specifications)	Qty	Unit	Approved Budget of the Contract (ABC)	Financial Proposal (Indicate the Price Offer)		Technical Proposal (Indicate Brand / Model Offer)	
					Unit Price	Total Price		
					1	Laptop: AMD Ryzen 5 4600H 3.0Ghz, 8GB DDR4 Memory, 512GB SSD, NVIDIA GTX 1650, 15.6" (16.9) LED - Backlit FHD (1920 x 1080), Windows 10, 4 Cell Battery	1	uit
2	Desktop Computer: Intel Core i3 9100, H310 Motherboard, 500GB HDD, 8GB DDR4 Memory, DVD Writer, Casing with PSU, 19.5" LED Monitor, Mouse and Keyboard, AVR 110/220V, Speaker, Windows 10	2	sets	53,000.00				
3	Printer: Bi-Directional Printer, Uni-Directional Printing, 4800 x 2400 dpi Resolution, Cassette 1:250 sheets, A4 Plain Paper (80g/m2), 20sheet, Cassette 2:250 sheets (80g/m2), Reart Slot: 1 Sheet EPSON Iprint, EPSON Email Print, Remote, Print Driver, Apple Airprint, Google Cloud Print, Mopria Print Service USB, 20, No. of Paper Trays: 3 (Front 2, Rear 1)	1	unit	23,300.00				
TOTAL (Php):				140,600.00				

Delivery Period:

Warranty:

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 of Award.

Signature over Printed Name of the authorized representative:

Telephone No / Mobile No.:



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REQUEST FOR QUOTATION / PROPOSAL			Mode of Procurement:		Shopping [Section 52.1 (b)]
RFQ No.	0568-2020	P.R. No.	20-08-1098	Office/End User:	#REF!
COMPANY NAME:					
ADDRESS:					
TEL. NO./CP NO.:					
<div>RECEIVED BY:</div> <div>SIGNATURE: _____</div> <div>NAME: _____</div> <div>DATE: _____</div> <div>RETURN DATE: _____</div> <div>REMARKS: _____</div> <div>1st Extension: _____</div> <div>2nd Extension: _____</div>					

64300

26500

23300

