



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

**Date:** \_\_\_\_\_  
**Bids & Awards Committee**  
**Office (BAC)**

**RFQ No. 0610-2020**

**P.R. No. 20-09-1201**

**Office / End-User:** \_\_\_\_\_

**COMPANY NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**TEL. NO./CP NO.:** \_\_\_\_\_

<b>To whom it may concern:</b>  <p>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.</p> <p>1st Extension _____ Very truly yours,  2nd Extension _____</p> <p style="text-align: right;"><b>ALWIN O. NUNEZ</b>  Procuring Officer</p>	<b>TERMS AND CONDITIONS</b>
<b>CANVASSER'S CERTIFICATION</b> <p>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.</p> <p style="text-align: right;">_____  (Signature over Printed Name)  Authorized Canvassers</p>	<ol style="list-style-type: none"> <li>1. All entries must be typewritten and legible;</li> <li>2. Bidders must submit the following  <b>DOCUMENTARY REQUIREMENTS:</b>  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.</li> <li>3. Place your Proposal together with the documents Requirements in a sealed envelope and type the ff. details on the face of the envelope:  Your Company / Name &amp; Address  PhilgEPS Reference No. &amp; PR No.  Solicitation No.  Closing date and time  (Note: WE DO NOT ACCEPT PROPOSAL/QUOTATION SUBMITTED THROUGH E-MAIL)</li> <li>4. Delivery period must be at least within ten (10) calendar days upon receipt of the Notice of Award./Purchase Order (PO) or Contract.</li> <li>5. Item/s delivered must have warranties for the unit replacements, parts, labor or other services.</li> <li>6. Price validity shall be for a period of three (3) months.</li> <li>7. Quoted price must be inclusive of taxes, and other charges or fees and shall not exceed the Approved Budget for the Contract (ABC).</li> <li>8. Brand and/ or model of items offered shall be indicated across the applicable items.</li> <li>9. Bid proposal should be duly signed by the authorized representative.</li> <li>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.</li> <li>11. Failure to comply with these conditions shall mean disqualification of your bid proposal.</li> </ol>

Project Name:		Purchase of Office Supplies			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	Ballpen, Black, 0.5, Ordinary	45	pcs	450.00			
2	Clip, Backfold, 19mm, 12pcs per box	10	box	250.00			
3	Clip, Backfold, 25mm, 12pcs per box	10	box	290.00			
4	Clip, Backfold, 32mm, 12pcs per box	10	box	370.00			
5	Clip, Backfold, 50mm, 12pcs per box	5	box	330.00			
6	Correction Tape, 8m	65	roll	2,340.00			
7	Envelope, Plastic Documentary, Legal Size, 500pcs per box Assorted Colors	35	box	980.00			
8	Envelope, Mailing, 500pcs per box	2	box	846.00			
9	Fastener, Plastic, 50sets per box	5	box	905.00			
10	Folder, Pressboard, White 240mm x 370mm, 100pcs per box	1	box	1,952.00			
11	Marker, Flourescent, 3 Colors per set	8	set	340.00			
12	Marker, Permanent, Bullet Type, Black	7	pcs	329.00			
13	Paper Clip, Gem Type 48mm, 120grams per box	5	box	155.00			
14	Paper Clip, Gem Type 32mm, 100pcs per box	6	box	156.00			
15	Paper, Multi-Purpose, 70gsm, A4	60	reams	13,560.00			
16	Paper, Multi-Purpose, 70gsm, Legal	80	reams	19,760.00			



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					Unit Price	Total Price	
17	Record Book, 300pages, Size: 214mm x 278mm	10	book	760.00			
18	Sign Pen, Black, Liquid/Gel Ink, 0.5mm Needle Tip	120	pcs	4,320.00			
19	Sign Pen, Blue, Liquid/Gel Ink, 0.5mm Needle Tip	70	pcs	2,520.00			
20	Stamp Pad Ink, Purple or Violet, 50ml	10	bottle	230.00			
21	Tape, Maskng, Width: 24mm	7	roll	266.00			
22	Tape, Transparent, Width: 24mm	13	roll	338.00			
23	Tape, Transparent, Width: 48mm	15	roll	525.00			
24	Cutter Blade, 10pcs per box	5	tube	135.00			
25	Cutter Knife, Heavy Duty	8	pcs	560.00			
26	Dater, Stamp	5	pcs	310.00			
27	Puncher, Paper, Heavy Duty with Two Hole Guide	1	pc	681.00			
28	Scissors, 8"	5	pair	380.00			
29	Stapler, Standard Type, Load Cap: 200staples min	7	pcs	3,465.00			
30	Stapler, Binder Type, Heavy Duty, Up to 100-200 Sheets Capacity	1	unit	1,505.00			
31	Staple Remover	5	pcs	305.00			
32	Daily Time Record, 100pcs per pad	30	pad	690.00			
<b>TOTAL (Php):</b>				<b>60,003.00</b>			

**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.: \_\_\_\_\_







