



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

**Date:** \_\_\_\_\_  
 City Social & Welfare Development  
 Office/Gender & Development Office  
 (CSWD-GAD)

**RFQ No. 0623-2020**

**P.R. No. 20-09-1223**

**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 Educational Supplies for the Pre-Kinder Childred and Child Development Center of Tabaco City				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	Book Paper (Long, Subs 20)	59	reams	14,750.00			
2	Book Paper (Short, Subs 20)	59	reams	12,390.00			
3	Assorterd Colored Cartolina	1180	pcs	9,440.00			
4	Chipboard (Thick)	885	pcs	15,930.00			
5	Chipboard (Thin)	885	pcs	13,275.00			
6	Jumbo Crayon (8 Basic Color)	590	pcs	22,420.00			
7	Manila Paper	590	pcs	2,950.00			
8	Jumbo Pencil	590	pcs	5,900.00			
<b>TOTAL (Php):</b>				<b>97,055.00</b>			

<b>Delivery Period:</b> _____	<b>Warranty:</b> _____
<b>SUPPLIER / CONTRACTOR / CONSULTANT'S CERTIFICATION</b>	
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.: _____	





