



Republic of the Philippines  
**CITY GOVERNMENT OF TABACO**  
**OFFICE OF THE BIDS & AWARDS COMMITTEE**  
**REQUEST FOR QUOTATION / PROPOSAL**  
**NP-Small Value Procurement (Section 53.9)**

Date: \_\_\_\_\_

RFQ No. **0833-2020** P.R. No. **20-11-1643** Office / End-User: **Office of the City Secretary (SSP)**

COMPANY NAME: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 TEL. NO./CP NO.: \_\_\_\_\_

	TERMS AND CONDITIONS
<p><b>To whom it may concern:</b></p> <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>	<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>:                             <ul style="list-style-type: none"> <li>a.) Mayor's / Business Permit</li> <li>b.) BIR Certificate of Registration</li> <li>c.) Professional License / Curriculum Vitae (Consulting Services)</li> <li>d.) PhilGEPS Registration Number: _____</li> <li>e.) PCAB License (Infra Projects)</li> <li>f.) Income / Business Tax Return (For ABCs above P500K)</li> <li>g.) Omnibus Sworn Statement (For ABCs above P50K)</li> </ul> </li> <li>3. Place your proposal together with the documents in a sealed envelope and type the ff. details on the face of the envelope:                             <ul style="list-style-type: none"> <li>Your Company / Name &amp; Address</li> <li>PhilGEPS Reference No. &amp; PR No.</li> <li>Solicitation No.</li> <li>Closing date and time</li> </ul> </li> </ol> <p>(Note: WE DO NOT ACCEPT PROPOSAL/QUOTATION SUBMITTED THROUGH E-MAIL)</p> <ol style="list-style-type: none"> <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. Brochure may also be attached to the proposal.</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>
<p><b>CANVASSER'S CERTIFICATION</b></p> <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>	

<b>Project Name:</b>	Stationeries and Mailing Envelope with Print	<b>SUPPLIER / CONTRACTOR / CONSULTANT'S PROPOSAL BOX</b>
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No.	ITEM DESCRIPTION <small>(Item Name &amp; Technical Specifications)</small>	Qty	Unit	Approved Budget of the Contract (ABC)	Financial Proposal <small>(Indicate the Price Offer)</small>		Technical Proposal <small>(Indicate Brand / Model Offer)</small>
					Unit Price	Total Price	
1	Stationery with SP Logo, Long (S 20, 70gsm), Colored Logo	50	ream	60,000.00			
2	Stationery with SP Logo, Short (S 20, 70gsm), Colored Logo	10	ream	11,000.00			
3	Mailing Envelope with SP Logo, 500pcs/box, Colored Logo	1	box	2,600.00			
	(Job Order & Materials Included) Printing: Offset Lithography						
<b>TOTAL (Php):</b>				<b>73,600.00</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.: \_\_\_\_\_