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

**Date:** _____

**RFQ No.** 0785-2020 **P.R. No.** 20-11-1553 **Office / End-User:** City Environment & Natural Resources Office (CENRO)

**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 _____
2nd Extension _____

Very truly yours,

**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 REQUIRMENTS:**
   **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 yout Proposal together with the documents Requirements in a sealed envelope and type the ff. details on the face of the envelope:
   Your Company / Name & Address
   PhilgGEPS 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 requirments 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 Table for MRF/RCA and Sanitary Landfill Office | | | | **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) **Unit Price** | **Total Price** | **Technical Proposal** (Indicate Brand / Model Offer) |
| 1 | Office Table, 4 Drawer with Lock, 1250 x 640 x 78mm, Grey with Top Glass, 6mm (1/4), Chair, Mid-Back, Black, Steel | 5 | set | 60,000.00 | | | |
| 2 | Office Table with Drawer, 62 x 48 x 62cm, Mahogany with Top Glass, 6mm (1/4), Chair, Mid-Back, Black, Steel | 1 | set | 12,000.00 | | | |
| | | | **TOTAL (Php):** | **72,000.00** | | | |

**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.: _____