



Republic of the Philippines
Government of Ormoc City
BIDS AND AWARDS COMMITTEE
Ormoc City

TOURISM

P.R. No.: 240034
Quotation No.: 242839-1710
PhilGEPs No.: _____

Standard Form Title: **REQUEST FOR QUOTATION**

Please quote your lowest price on the item/s listed below, subject to the General Conditions on the last page, stating the shortest time of delivery and submit your quotation duly signed by you or your authorized representative not later than _____.

LOUCELLE MAE B. ARANETA
PROCUREMENT OFFICER

- NOTE: (1) ALL ENTRIES MUST BE TYPEWRITTEN OR LEGIBLY WRITTEN.
(2) DELIVERY PERIOD WITHIN 30 C.D. UPON RECEIPT OF THE APPROVED FUNDED PURCHASE ORDER (P.O.). Administrative penalties pursuant to Sec. 69 of the Revised IRR-RA 9184 shall be for a minimum for non-delivery without valid reason.
(3) WARRANTY SHALL BE FOR A PERIOD OF THREE (3) MONTHS OF SUPPLIES & MATERIALS, ONE (1) YEAR FOR EQUIPMENT, FROM DATE

- OF ACCEPTANCE BY THE END-USER. (4) PRICE VALIDITY SHALL BE FOR A PERIOD OF SIXTY (60) DAYS. (5) G-EPS REG NUMBER, MAYORs PERMIT, & DTI/SEC SHALL BE ATTACHED UPON SUBMISSION
(6) BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCTS IF APPLICABLE. (7) THE **APPROVED BUDGET CEILING** FOR THIS PROCUREMENT IS (amount indicated below)
Php 267,120.00

Activities	Schedule	
	FROM	TO
1 Issuance of Canvass	Friday January 12, 2024	Wednesday January 17, 2024
2 Submission of Canvass	Thursday January 18, 2024	10:00 AM
3 Opening of Canvass	Thursday January 18, 2024	2:00 PM

#	ITEMS AND DESCRIPTION	QTY	UNIT COST	TOTAL
1	Paper, Bond, Multicopy (A4) 210mm x 297mm 80gsm	60 ream		
2	Paper, Note pad (3" x 4")	20 pad		
3	Clip, Binder 1 1/4 (box)	20 box		
4	Clip, Binder 2 inches (box)	20 box		
5	SCISSOR - big	10 pc		
6	Sticky Flags (SIGN HERE)	30 pck		
7	Stick on Notes (2 x 1 1/2)	50 pck		
8	Storage Box (sturdy corrugated, collapsible with lid, 9.5x10x15inches)	10 pc		
9	Pen, Ballpoint (black)	500 pc.		
10	Pen, Ballpoint (blue)	300 pc.		
11	Pen, Permanent Marker, Broad (black)	100 pc.		
12	Pen, Permanent Marker, Broad (blue)	50 pc.		
13	Pen, Permanent Marker, Broad (red)	30 pc.		
14	Pen, Sign Pen G-1 0.5 (black)	200 pc.		
15	Pen, Sign Pen G-1 0.5 (blue)	150 pc.		
16	Pen, White Board Marker (black), felt tip, bullet tip, non-toxic	50 pc.		
17	Pen, White Board Marker (blue), felt tip, bullet tip, non-toxic	50 pc.		
18	Book, Record Book, 500pp	20 pc.		
Sub-Total >>>				

Brand and Model : _____ Warranty : _____
Delivery Period : _____ Price Validity : _____

After having carefully read and accepted your Conditions, I/We quote you on the item at prices noted above and hereby commit to deliver the same if adjudged to have the lowest and responsive quotation.

BUSINESS NAME

Printed Name/Signature/Date





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#	ITEMS AND DESCRIPTION	QTY	UNIT COST	TOTAL
	(8.5x11)			
19	Clip, Paper, Plastic Coated (small)	50 sm. bx.		
20	Envelope, Brown (Long)	500 pc.		
		100 pc.		
21	Envelope, Brown (Short)	200 pc.		
22	Envelope, Expanding (Long)	200 pc.		
23	Envelope, Plastic (Long)	100 box		
24	Fastener, Paper, Plastic Coated	60 ream		
25	Paper, Bond, (Legal) subs. 20	30 pc		
26	Tagboard			
	(1/4)			
27	Tag Board 1/2	30 pc		
28	Board, Cork 2ft x 3ft w/ aluminum frame	2 unit		
29	Folder, Blue (Long)	300 pc		
30	Correction, Tape 20m x 5mm	50 pc		
31	Stapler, w/ Staple Remover	10 pc.		
32	Paper, Special (pack)	200 pack		
	(plain white, long)			
33	Paper, Special (pack)	200 pack		
	(plain white, short/A4)			
34	Sharpener, single cutterhead	2 pc		
	- manual rotary sharpener			
Sub-Total >>>				

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