



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

OCA

P.R. No.: 240285
Quotation No.: 242931-1756
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 413,730.00**

Activities	Schedule	
	FROM	TO
1 Issuance of Canvass	Friday January 26, 2024	Wednesday January 31, 2024
2 Submission of Canvass	Thursday February 01, 2024	10:00 AM
3 Opening of Canvass	Thursday February 01, 2024	2:00 PM

#	ITEMS AND DESCRIPTION	QTY	UNIT COST	TOTAL
1	Paper, Bond (Long) subs. 20	200 ream		
2	Paper, Bond, (Short) subs. 20	150 ream		
3	Paper, Continuous Form, 2 ply (11" x 9½") CARBONLESS	120 box		
4	Paper, Continuous Form, 3 ply (11" x 9½") CARBONLESS	24 box		
5	Folder, 14 pts., Long	1200 pc		
6	Folder, 14 pts., Short	500 pc		
7	Rubber Band, #1 (big) ALL PURPOSE	35 box		
8	Staple Wire, #35	100 box		
9	Cartridge, Ribbon for LQ-2190 For EPSON DOT Matrix Printers	70 pc.		
10	Alcohol, Rubbing 70% isopropyl (gal)	48 gal		
11	Toilet Paper, 2 ply (12s/pack)	60 pack		
12	Printer Head For EPSON LQ-2190 DOT Matrix Printers	3 pc		
NOTE: ALL IT RELATED ITEMS ABOVE MUST BE DELIVERED IN COMPLIANCE WITH THE REQUIRED TECHNICAL SPECIFICATIONS OR ITS EQUIVALENT OR HIGHER AND MUST BE COMPATIBLE WITH THE EXISTING LGU SYSTEMS AND WITH WARRANTY				
GRAND 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

