



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

SP

P.R. No.: 240585  
Quotation No.: 243067-1824  
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 MAEB. 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 NO., MAYORs PERMIT, DTI/SEC, AND FOR ABC's ABOVE 500K - ITR & OMNIBUS SWORN STATEMENT SHALL BE ATTACHED UPON SUBMISSION OF THE QUOTATION. (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 206,500.00

Activities	Schedule	
	FROM	TO
1 Issuance of Canvass	Wednesday February 07, 2024	Monday February 12, 2024
2 Submission of Canvass	Tuesday February 13, 2024	10:00 AM
3 Opening of Canvass	Tuesday February 13, 2024	2:00 PM

#	Item and Description	QTY	UNIT COST	TOTAL
1	Table, Office Melamine Laminated Top, Steel Frame with grommet hole Size: 160 x 60 x 75mm, Color Oak white with mobile Pedestal 3 drawers and centralized lock size: 40 x 41 x 62cm, color Oak white	2 unit		
2	Table, Office Executive table Steel Frame and Tempered Glass top Melamine Laminated Material on Side Table and tempered Glass Top w/ Mobile Pedestal Side table has 2 drawers and CPU holder Size: 180 x 80 x 76cm, Color: Black	1 unit		
3	Chair, Executive Swivel w/ armrest, black leather Leatherette Type Material w/ Tilt Mechanism with Hard Plastic and Padded Arm Rest Hard Plastic Star Base, Color: Black	5 unit		
4	Cabinet 3-drawer lateral steel cabinet, Centralized Lock Powder Coated Finish, High Quality Size: 900 x 450 x 1065mm Color: Light Gray	2 unit		
<b>Sub-Total &gt;&gt;&gt;</b>				

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



