



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

TEAM

P.R. No.: 240501  
Quotation No.: 243185-1883  
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 NO., MAYORs PERMIT, DTI/SEC, AND FOR ABC's ABOVE 500K - ITR & OMNIBUS SWORN STATEMENT 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 184,000.00

Activities	Schedule	
	FROM	TO
1 Issuance of Canvass	Monday February 19, 2024	Thursday February 22, 2024
2 Submission of Canvass	Friday February 23, 2024	10:00 AM
3 Opening of Canvass	Friday February 23, 2024	2:00 PM

#	Piston	QTY	UNIT COST	TOTAL
1	Table, Office	5 unit		
	* melamine laminated material			
	* has 3 side drawers with safety lock, center keyboard tray,			
	CPU cabinet			
	* scratch proof material			
	* size: 140x70x76cm			
	* color: dark gray			
2	Chair, office	5 pc		
	* leatherette type material			
	*with tilt mechanism			
	* with hard plastic and padded arm rest			
	* chrome star base			
	* color: black			
	* executive chair			
3	Chair, visitor	10 unit		
	* stackable chair			
	* mesh chair and metal frame			
	* with foot cap			
	* color: black			
4	Cabinet, lateral (4) drawers	2 unit		
	* 4-drawer lateral steel cabinet			
	* centralized lock			
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

