



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

BAC

P.R. No.: 240928  
Quotation No.: 243447-2014  
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 15 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 159,241.00

	Activities	Schedule	
		FROM	TO
1	Issuance of Canvass	Thursday March 14, 2024	Tuesday March 19, 2024
2	Submission of Canvass	Wednesday March 20, 2024	10:00 AM
3	Opening of Canvass	Wednesday March 20, 2024	2:00 PM

#	Item and Description	QTY	UNIT COST	TOTAL
1	Alcohol, Rubbing 500ml. 70% Ethyl	20 bottle		
2	Calculator	2 unit		
	Product features: Metal Faceplate			
	Number of digits: 12 digits			
	Key characteristics: Plastic Keys			
	Memory: Grand Total (GT) Independent Memory			
	Size (D x W x H): 175.5 x 129 x 33.2 mm			
	Product type: Metal Faceplate			
	Liquid crystal display: Extra large display, 3-digit comma markers			
	Key functions: Key rollover, Shift key, Sign change (+/-)			
	Power Supply: Solar & Battery			
	Weight: 165g			
	Display format settings: Decimal selector (4/2/1/0/ADD)			
	Rounding selector (F - CUT - UP - 5/4)			
3	Fastener, Paper plastic 8 1/2 cm	5 box		
4	Paper, Bond, (A3) subs. 20	10 ream		
	White wove, 70 gsm			
5	Paper, Bond (Long) subs. 20	200 ream		
	White wove, 70 gsm			
6	Paper, Bond (A4) subs. 20	200 ream		
	White wove, 70 gsm			
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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7	Pen, Sign Pen G-2 0.5 (black)	24 pc.		
8	Pen, Sign Pen G-2 0.5 (blue)	24 pc.		
9	Stick on Notes (2 x 1 1/2)	10 pck		
10	Tape Dispenser, (1 inch wide)	5 pc		
11	Toilet Paper, 2 ply	100 roll		
12	Pen, Ballpoint (black) 0.5mm, black	48 pc.		
13	Pen, Ballpoint (blue) 0.5mm, blue	48 pc.		
14	Tape, Transparent 1	8 roll		
15	Clip, Backfold, 50mm (2")	5 box		
16	Stapler, w/ Staple Remover	5 pc.		
17	HARD DRIVE, Portable external drive 1TB  NOTE : ALL IT RELATED ITEMS ABOVE MUST BE DELIVERED IN COMPLIANCE WITH THE REQUIRED TECHNICAL SPECIFICATION OR ITS EQUIVALENT OR HIGHER ANS MUST BE COMPATIBLE WITH THE EXISTING LGU SYSTEMS AND WITH WARRANTY	7 unit		
18	SCISSOR 180 mm, 7" -x-x-x-x-x-x- NOTHING FOLLOWS -x-x-x-x-x-x-	2 pc		
<b>GRAND TOTAL &gt;&gt;&gt;</b>				

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