



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

ENRO

P.R. No.: 240707
Quotation No.: 243495-2038
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 M. 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., MAYOR'S 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 52,000.00

Activities	Schedule	
	FROM	TO
1 Issuance of Canvass	Wednesday March 20, 2024	Monday March 25, 2024
2 Submission of Canvass	Tuesday March 26, 2024	10:00 AM
3 Opening of Canvass	Tuesday March 26, 2024	2:00 PM

#	Item and Description	QTY	UNIT COST	TOTAL
1	Steel Filing Cabinet	3 unit		
	SPECIFICATIONS:			
	- 4-DRAWER VERTICAL FILING CABINET			
	- COLOR: LIGHT GRAY			
	- DIMENSION (WxDxH)(mm): 462x620x1404			
	- CENTRAL LOCKING SYSTEM			
	- ANTI-TOP OVER SAFETY FEATURE (ONLY ONE DOOR AT A TIME)			
	- POWDER-COATED PAINT FINISH			
	- WITH FILE DIVIDERS AND DUPLICATE KEYS			
	- HEAVY DUTY COMMERCIAL GRADE			
2	Storage Box	4 pc		
	SPECIFICATIONS:			
	- 150L			
	- Black/Gray			
	- 52cm x 45cm x 75cm			
	- Thick/Very durable/Heavy duty			
	- Stackable			
	- With wheels			
	- Heavy duty			
	- Lockable lid			
3	Cabinet	2 unit		
	SPECIFICATIONS:			
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

