



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

CBO

P.R. No.: 241472
Quotation No.: 243893-2237
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 _____.

KATHERYN A. SOLAÑA
PROCUREMENT OFFICER

- NOTE:** (1) ALL ENTRIES MUST BE TYPEWRITTEN OR LEGIBLY WRITTEN. (2) DELIVERY PERIOD WITHIN 25 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 142,960.00

	Activities	Schedule	
		FROM	TO
1	Issuance of Canvass	Monday May 06, 2024	Thursday May 09, 2024
2	Submission of Canvass	Friday May 10, 2024	10:00 AM
3	Opening of Canvass	Friday May 10, 2024	2:00 PM

#	Item and Description	QTY	UNIT COST	TOTAL
1	Paper, Continuous Form, 1 ply (11" x 14 7/8") subs. 20	4 box		
2	Envelope, Brown (Long)	150 pc.		
3	Envelope, Expanding (Long)	150 pc.		
4	Folder, Expanding, Long	100 pc.		
5	Folder, Ordinary, Long	100 pc.		
6	Highlighter, Fluorescent Marker (Asstd.) 3 colors/set	5 set		
7	Pen, Sign Pen Gel 0.5 (Black)	80 pc		
8	Pen, Sign Pen Gel 0.5 (Blue)	55 pc.		
9	Pen, Sign Pen Gel 0.5 (Red)	50 pc.		
10	Rags, Cloth	3 pc		
11	Toilet Paper, 2 ply (12s/pack)	100 pack		
12	Alcohol, Rubbing 500ml. 70% Ethyl	50 bottle		
13	Cleaner, Glass 500 ml.	10 bot.		
14	Cleaner, Toilet Bowl 500ml	10 bot		
15	Soap, Detergent Powder (1 kg.)	10 pack		
16	Air Freshener, 300ml.	10 can		
17	Paper, Bond, PPC (Long) subs. 20	200 ream		
18	Envelope, Mailing (Long) white 500s/box	2 box		
19	Dishwashing Paste 400g	30 pc		
20	Dishwashing, Liquid 500ml	25 bot.		
21	Air Freshener, 42g (Car)	5 can		
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

2024-05-241472





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#	Item and Description	QTY	UNIT COST	TOTAL
22	Conditioner, Fabric 35ml	20 pc		
23	Trash Bag, (small) 10/pack	10 pack		
24	Trash Bag, XL (Black), 10s/pack	20 pack		
25	Ink, Refill BT5000 Yellow (48.8ml) bottle for existing printer brother	5 bot		
26	Ink, Refill BT-6000 Black for existing printer brother	5 pc		
NOTE: ALL IT RELATED ITEMS ABOVE MUST BE DELIVERED IN COMPLIANCE WITH THE REQUIRED TECHNICAL SPECIFICATION OR ITS EQUIVALENT OR HIGHER AND MUST BE COMPATIBLE WITH THE EXISTING LGU SYSTEM AND WITH WARRANTY				
-x-x-x-x-x-x-x- NOTHING FOLLOWS -x-x-x-x-x-x-x-				
GRAND TOTAL >>>				

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