



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

CSWDO

P.R. No.: 241562  
Quotation No.: 244047-2314  
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 20 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 247,000.00

	Activities	Schedule	
		FROM	TO
1	Issuance of Canvass	Wednesday May 29, 2024	Monday June 03, 2024
2	Submission of Canvass	Tuesday June 04, 2024	10:00 AM
3	Opening of Canvass	Tuesday June 04, 2024	2:00 PM

#	Item and Description	QTY	UNIT COST	TOTAL
1	Table, Office	7 unit		
	Laminated Top			
	* Steel Frame and drawer			
	* Has 3 sides drawers with centralized lock			
	* 1 center drawer			
	* Good quality			
	* Size: 1200 x 700 x 750			
	Color: Gray			
2	Cabinet	1 unit		
	Lateral Filing Steel Cabinet 4 Drawer			
	* Superior gang drawer locking system with 2 keys			
	* Full extension ball bearing drawer runners			
	* Powder coated metal			
	* Color: Gray			
	Size: L 90cm x W45cm x H133cm			
3	Chair, visitor	10 unit		
	Leather Visitor Chair			
	* Chrome plated frame			
	* Upholstered in leather			
	* Paddest armrest			
	Dimension: L54cm x W47cm x H84cm			
4	Pedestal, 3 drawers Mobile	5 unit		
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

2024-05-241562





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	Acid washed, phosphatized and electrostatic powder coating finished.			
	* Superior Gang drawer locking system			
	* Removable sliding pen tray			
	* 2 personal drawers and 1 full filing drawer			
	* Heavy duty drawer boxes			
	* Full extension ball bearing drawer runners			
	Item Dimension: L40cm x W56 x H65cm			
5	Rice Cooker	2 unit		
	15 cup (2.2- liter) capacity			
	* 900 watts			
	* Cook and keep warm function with pilot lamps			
	* Glass cover			
	* Aluminum inner pot			
	* With aluminum tray, measuring cup, rice scoop			
	Dimensions: 32 x 28.7 x 31cm (LxWxH)			
6	Executive Chair	2 unit		
	High-back Leatherette Executive Chair			
	* 360 swivel			
	* Chrome plated star-base			
	* Padded armrest			
	Dimension: L61cm x W60 x H129cm			
Sub-Total >>>				

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	Color: 1 black & 1 brown			
7	Table, Office 3 Drawers with safety lock 1 pull out drawer with safety lock Dimension: L100cm x W48cm x H76cm Please see attached pictures	5 unit		
8	Fan, Electric w/ stand Stand Fan 16 inch metal Blade 3 - Speed Rotary switch Tilting Head Adjustment with Oscillation Easy Height Adjustment Round and Stable plastic base High- Performance motor With Thermal Fuse protection Durable	2 unit		
9	CEILING FAN 18" metal blade High performance motor 4 - Speed Remote Switch With thermal fuse protection	5 unit		
<b>GRAND TOTAL &gt;&gt;&gt;</b>				

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