



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

CMO

P.R. No.: **241310**  
Quotation No.: **244055-2318**  
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 90 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 **212,100.00**

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

#	Item and Description	QTY	UNIT COST	TOTAL
1	Paper, Bond (A4) subs. 20	500 ream		
2	Paper, Bond, (Legal) subs. 20	100 ream		
3	Envelope, Brown (Long)	200 pc.		
4	Folder, Ordinary, Long	300 pc.		
5	Staple Wire, #35	40 box		
6	Pins, Push (Asstd. Color)	80 box		
	-x-x-x-x-x-x- NOTHING FOLLOWS -x-x-x-x-x-x-			
<b>GRAND TOTAL &gt;&gt;&gt;</b>				

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

