



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

ORMOC

P.R. No.: 241613
Quotation No.: 244247-2414
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 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 NUMBER, MAYOR'S 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 774,925.50**

	Activities	Schedule	
		FROM	TO
1	Issuance of Canvass	Tuesday July 09, 2024	Friday July 12, 2024
2	Submission of Canvass	Monday July 15, 2024	10:00 AM
3	Opening of Canvass	Monday July 15, 2024	2:00 PM

#	Item and Description	QTY	UNIT COST	TOTAL
20	Trash Bag, L (Black), 12s/pack	20 pack		
21	Glue Stick, Big	50 pc.		
22	Pen, Ballpoint (black)	100 pc.		
23	Ink, PRINTER for EPSON L6490, Yellow 008	8 pc		
	For the existing printer			
24	Cleaner, All Purpose (gal)	10 gal.		
25	Alcohol, Rubbing 150ml. 70% Ethyl	60 bottle		
26	Clip, Binder (small)	100 pc		
	Size: 25mm			
27	Correction, Tape 20m x 5mm	50 pc		
28	GLUE, All Purpose (240 grams)	5 jar		
29	Cleaner, Toilet Bowl 250ml	125 bot.		
30	Soap Detergent, Powder 75g	200 pck		
31	Trash, Can waste basket (small plastic bin w/ cover)	5 pc		
32	Furniture Polish, 330 ml	151 bot		
33	Alcohol, Rubbing 70% isopropyl (gal)	10 gal		
34	Correction Tape, 5mm x 10cm	10 pc		
35	Fastener, Paper, Plastic Coated	20 box		
36	Glue gun	5 pc		
	Hot glue gun, Big			
37	Pen, Ballpoint (blue)	20 pc.		
38	Pen, Sign Pen Point 0.5 (blue)	230 pc.		
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

2024-07-241613





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39	Pen, Sign Pen Gel 0.5 (Red)	50 pc.		
40	Pencil (box)	5 box		
41	Stapler	10 pc		
	with staple remover			
42	Eraser, Black Board, 19mm. (3/4") thick felt	20 pc.		
43	Glue	18 pc		
	All purpose (240 grams)			
44	Vellum Board, long (pack)	175 pack		
45	Air Freshener, 280ml, Aerosol Type, Spray Mist, Asst. Scent	10 bot		
46	Book, Record Book, 200pp	52 pc.		
47	GLUE, Multi-Purpose 130g	2 pc.		
48	Stick on Notes (3 x 3)	50 pck		
49	Spinner Mop	1 pc		
50	Envelope, Plastic (Long)	50 pc.		
51	Tape, Transparent 1	30 roll		
52	Toilet Paper, 2 ply (12s/pack)	1045 pack		
53	Envelope, Mailing (Long) white 500s/box	1 box		
54	Folder, Expanded long, blue	100 pc		
55	Dishwashing, soap paste 350grams, pc.	200 pc		
56	PAPER CUTTER	5 pc		
	Metal-Type (12x15)			
57	Air Freshener, 280ml., Aerosol Type, Spray Mist, Asstd Scents	100 can		
Sub-Total >>>				

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#	Item and Description	QTY	UNIT COST	TOTAL
58	Cleaner, Glass 250 ml.	75 bot.		
59	Towel, Hand	20 pc.		
60	Clip, Binder (Large) Size: 41mm	100 pc.		
61	Spray, Empty Bottle Size: Medium	5 pc		
62	Alcohol, Rubbing 150ml. 70% isopropyl	900 bot.		
63	Folder, White (long) ream	5 ream		
64	Puncher, Heavy Duty with 2 hole (big)	7 pc		
65	Ink, PRINTER for EPSON L6490, Cyan 008 For the existing printer	8 pc		
66	Air Freshener, 300ml.	20 can		
67	Trash Bag, Large, black (10pcs/roll)	15 pack		
68	Ring Binder 22mm, 82 rings	10 bundle		
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				
-x-x-x-x-x-x- NOTHING FOLLOWS -x-x-x-x-x-x-				
GRAND TOTAL >>>				

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