



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

CTO

P.R. No.: 240949
Quotation No.: 244361-2471
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 _____.

D. CASO & EMPLOY
KATHERIN A. SOLANA
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, 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 838,415.00**

Activities	Schedule	
	FROM	TO
1 Issuance of Canvass	Thursday July 25, 2024	Tuesday July 30, 2024
2 Submission of Canvass	Wednesday July 31, 2024	10:00 AM
3 Opening of Canvass	Wednesday July 31, 2024	2:00 PM

#	Item and Description	QTY	UNIT COST	TOTAL
19	Paper, Mimeo. (Legal) subs. 20	300 ream		
20	Paper, Bond, Premium (Short) subs. 20	500 ream		
21	Soap Detergent, Powder 75g	150 pck		
22	Air Freshener, 280ml., Aerosol Type, Spray Mist, Asstd Scents	500 can		
23	Alcohol, Rubbing 250ml. 70% Ethyl	500 bot.		
24	Pen, Permanent Marker	100 pc		
25	Clip, Paper, Ordinary Nickel Finish	100 sm. bx.		
26	Ink, Epson 003	60 pc		
	FOR EXISTING EPSON L3110			
	15 - Black			
	15 - Cyan			
	15 - Magenta			
	15 - Yellow			
27	Cartridge, REFILL Ribbon for LQ 300+	20 ctrg.		
	FOR EXISTING LQ 300+			
	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 >>>				

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

2024-07-240949

