ADMIN-BAC FORM 14
Rev. 2, January 1, 2024

Standard Form Number: **SF-GOOD-60**
Revised on May 24, 2004

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

CCO

*P.R. No.:* **242191**
*Quotation No.:* **244663-2622**
*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* _____.

NARCISO A. EMPING
Engineer IV

***KATHERYN A. SOLAÑA***
*PROCUREMENT OFFICER*

**NOTE:** **(1)** ALL ENTRIES MUST BE TYPEWRITTEN OR LEGIBLY WRITTEN. (2) DELIVERY PERIOD WITHIN 110 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** ***71,600.00***

| | *Activities* | *Schedule* | |
|---|---|---|---|
| | | *FROM* | *TO* |
| *1* | Issuance of Canvass | ***Wednesday August 21, 2024*** | ***Wednesday August 28, 2024*** |
| *2* | Submission of Canvass | ***Thursday August 29, 2024*** | ***10:00 AM*** |
| *3* | Opening of Canvass | ***Thursday August 29, 2024*** | ***2:00 PM*** |

| # | *Item and Description* | *QTY* | *UNIT COST* | *TOTAL* |
|---|---|---|---|---|
| *1* | *Journal Subscription* | *1 lot* | | |
| | *Four months subscription from September to December with* | | | |
| | *five Titles including back issues for the year 2024:* | | | |
| | *1. Philippine Journal of Public Administration (2021)* | | | |
| | *Copy: 1* | | | |
| | *Frequency: 2* | | | |
| | *2. Journal of Public Affairs Education (T&F) (Print+Online)* | | | |
| | *Copy: 1* | | | |
| | *Frequency: 4* | | | |
| | *3.Database Trends & Applications: the Journal of Information* | | | |
| | *Copy: 1* | | | |
| | *Frequency: 4* | | | |
| | *4. Asia Pacific Journal of Social Work and Development* | | | |
| | *Copy: 1* | | | |
| | *Frequency: 1* | | | |
| | *5. Philippine Journal of Social Work* | | | |
| | *Copy:1* | | | |
| | *Frequency: 1* | | | |
| | *-x-x-x-x-x-x-x- NOTHING FOLLOWS -x-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*