



Republic of the Philippines
MUNICIPALITY OF PINAMALAYAN
Province of Oriental Mindoro

RFQ No. 2022-_____
Date _____

REQUEST FOR QUOTATION

(SUPPLY AND DELIVERY OF **Office Supplies for People's Day Celebration 2022 on June 30, 2022** - MGP COMPLEX, MADRID BLVD., BRGY. ZONE III, PINAMALAYAN ORIENTAL MINDORO)

The Municipal Government of Pinamalayan hereinafter referred to as "the Purchaser", through its Bids and Awards Committee (BAC), invite interested parties to submit price quotation for the SUPPLY AND DELIVERY OF **Office Supplies for People's Day Celebration 2022 on June 30, 2022** - MGP COMPLEX, MADRID BLVD., BRGY. ZONE III, PINAMALAYAN ORIENTAL MINDORO through Shopping (Sec. 52.1, IRR of R.A. No. 9184) with Approved Budget for the Contract (ABC) of **ONE HUNDRED FIVE THOUSAND FIVE HUNDRED PESOS (P105,500.00)**.

Item/ Lot No.	Quantity	Units	Item Description	ABC
Lot 1	13	reams	Bond paper s-20 long	P105,500.00
	13	reams	Bond paper s-20 short	
	20	packs	Special papers	
	6	bottles	Ink 003, black 70ml	
	6	bottles	Ink 003, yellow 70ml	
	6	bottles	Ink 003, Magenta 70ml	
	6	bottles	Ink 003, Cyan 70ml	
	100	pcs	Accounting folder long	
	15	packs	Photo paper, A4	
	120	pcs	Certificate holder	
	4	packs	Sign Pen, Black, Liquid /G-Tech, 0.4mm needle tip	
	10	packs	Sticker Paper, A4 size	
	10	reams	Vellum Board	
	20	pcs	Pentel Pen (black)	
	3	bottle	Tonner(TK-4140)	
	15	pcs	Record book, # 85, 150pages	
	2	reams	LCT PVC Cover (long) 216 mm x 330mm	
	8	boxes	Clip, Backfold, All metal, clamping (1')	
	8	boxes	Clip, Backfold, All metal, clamping (3/4')	
	8	boxes	Clip, Backfold, All metal, clamping (2')	
11	boxes	Pencil, Lead, w/ eraser, wood cased, # 2		
16	pcs	High lighter		
16	boxes	Staple wire #35		
15	boxes	Paper Clip, vinyl plastic coat, jumbo		
				P105,500.00

All items listed under the purchaser's specifications must be complied on a pass-fail basis. Failure to meet any one of the requirements will result to rejection. Likewise, it is understood that Purchaser's specifications are minimum requirements. The Bidder/Supplier may offer higher specifications or additional items, if any.

Procurement procedures will be conducted in accordance with the provisions of the Implementing Rules and Regulations (IRR) of Republic Act No. 9184 (Government Procurement Reform Act).

It is the intent of the Purchaser to evaluate the quotation for each item/lot and compare it with other bids/quotation separately and recommend for contract award separately. Contract Award will be made to the lowest evaluated quotation, **per item/lot**, meeting purchaser's technical specifications.

Likewise, in accordance with Section 54.6 and Appendix A of Annex "H" (Consolidated Guidelines for the Alternative Methods of Procurement) of the IRR of RA No. 9184, the supplier shall provide the following documentary requirements as a **condition for award** of the contract:

1. Philgeps Registration Number
2. Mayor's/Business Permit



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3. Omnibus Sworn Statement

Your prices must be quoted in Philippine Peso and must include the unit price and total price, inclusive of all taxes to be paid and other incidental cost to the delivery site if the contract is awarded.

All quotations may be typewritten or handwritten and may be placed in sealed envelope marked "Supply and Delivery of **Office Supplies for People's Day Celebration 2022 on June 30, 2022**- MGP Complex, Madrid Blvd., Brgy. Zone III, Pinamalayan Oriental Mindoro (RFQ No. _____)" and must be delivered/submitted on _____ at the BAC Secretariat Office, 2F Main Building, Municipal Compound, Pinamalayan, Oriental Mindoro.

Quotations shall be valid for thirty (30) calendar days from the deadline of submission of the same.

The delivery period shall be within thirty (30) calendar days from receipt of the Purchase Order (PO). The supplier should inform the purchaser at least a day before the date of delivery. The delivery will be made only during working days and hours.

DELIVERY SITE: Tourism Office, Pinamalayan, Oriental Mindoro

The applicable rate for late deliveries is one tenth (1/10) of one percent (1%) of the cost of the unperformed portion for every day of delay. The maximum deduction shall be ten percent (10%) of the amount of contract. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the procuring entity shall rescind the contract, without prejudice to other courses of action and remedies open to it.

The prospective supplier shall submit the following:

- a) Duly accomplished Quotation Form (*Annex A*); and
- b) Brochures of the items offered, if any.

The Municipal Government of Pinamalayan reserves the right to accept or reject any quotation, and to annul the procurement process and reject all quotations at any time prior to Contract award, without thereby incurring any liability to the affected supplier or suppliers. Municipal Government of Pinamalayan also reserves the right to waive any required formality in the proposals received, and select the proposal which it determines to be the most advantageous to the government.

CARLITO M. MEJICO, CPA, REB

Municipal Assessor

BAC Chairperson



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ANNEX A
(RFQ No. _____)

QUOTATION FORM

_____ Date

THE CHAIRPERSON

Bids and Awards Committee
Municipal Government of Pinamalayan
Madrid Blvd., Zone II, Pinamalayan, Oriental Mindoro

Sir/Madam:

Having examined the subject Request for Quotation (RFQ) including the Technical Specifications, we, the undersigned offer to supply and deliver the following items (with our unit prices and total price):

Item/Lot No.	Item Description	No. of Units	Unit Price	Total Price
Lot 1	Bond paper s-20 long Bond paper s-20 short Special papers Ink 003, black 70ml Ink 003, yellow 70ml Ink 003, Magenta 70ml Ink 003, Cyan 70ml Accounting folder long Photo paper, A4 Certificate holder Sign Pen, Black, Liquid /G-Tech, 0.4mm needle tip Sticker Paper, A4 size Vellum Board Pentel Pen (black) Tonner(TK-4140) Record book, # 85, 150pages LCT PVC Cover (long) 216 mm x 330mm Clip, Backfold, All metal, clamping (1') Clip, Backfold, All metal, clamping (3/4') Clip, Backfold, All metal, clamping (2') Pencil, Lead, w/ eraser, wood cased, # 2 High lighter Staple wire #35 Paper Clip, vinyl plastic coat, jumbo			
Grand Total				

Note: Purchaser's specifications are minimum requirements. The Bidder/Supplier may offer higher specifications or additional items, if any. All items shall be covered by at least one (1) year warranty on parts and labor. (attach additional sheets if necessary)

We undertake, if our Quotation is accepted to supply and deliver the above goods within ten (10) days from the receipt of Purchase Order (PO).

We agree to abide by this Quotation for a period of thirty (30) days after the dated deadline of submission specified in your RFQ.

We understand that payment for items delivered and installed will be made to the winning supplier after the inspection and acceptance of goods delivered and installed.

Supplier's/authorized representative signature over printed name
Designation: _____
Name of Company: _____
Address: _____
Contact No.: _____
Tax Identification Number (TIN): _____
PhilGEPS Registration Number: _____

Canvassed by: _____