



## REQUEST FOR QUOTATION

### (Supply and Delivery of Additional Miscellaneous Supplies: For official use in the Municipal Planning and Development Office)

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 Additional Miscellaneous Supplies: For official use in the Municipal Planning and Development Office through Small value procurement (Sec. 53.9], IRR of R.A. No. 9184) with Approved Budget for the Contract (ABC) Seventy five thousand nine hundred eighty five pesos (P 75,985.00)

Item/Lot No.	Quantity	Units	Item Description	ABC
1	15	bxs	Coffee 3n1 20g (20gx8packsx30sachets)	75,985.00
	24	bags	Tissue paper 91x20rolls)	
	24	pcs	Insect repellent water based spray 600ml	
	24	pcs	Air freshener spray 600ml	
	23	packs	Dishwashing liquid 200ml	
	24	pcs	Glass cleaner 330ml	
	15	gals	Alcohol 500ml	
	24	pcs	Toilet disinfectant 1liter	
	24	pcs	Multi-purpose cleaner 560ml	
	24	pcs	Stain remover 1000ml	
	24	packs	Detergent powder 1120g	
	15	bxs	Biscuitsx1.5kg	
	15	kgs	Juice	

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. Mayor's Permit
2. Philgeps
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 Additional Miscellaneous Supplies: For official use in the Municipal Planning and Development Office (RFQ No. 2022-24)" and must be delivered/submitted on \_\_\_\_\_ at the BAC Secretariat Office, 2F Main Building, Municipal Compound, Pinamalayan, Oriental Mindoro.



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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: Municipal Planning and Development Office, Municipal Compound, Madrid Blvd., Zone III, 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 *to MSB*

*RFA 2017-241*



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(RFQ No. 101-2017 ANNEX A)

**QUOTATION FORM**

\_\_\_\_\_ Date

**THE CHAIRPERSON**

Bids and Awards Committee  
Municipal Government of Pinamalayan  
Madrid Blvd., Zone III, 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
I	Coffee 3n1 20g (20gx8packsx30sachets)	15 bxs		
	Tissue paper 91x20rolls)	24 bags		
	Insect repellent water based spray 600ml	24 pcs		
	Air freshener spray 600ml	24 pcs		
	Dishwashing liquid 200ml	23 packs		
	Glass cleaner 330ml	24 pcs		
	Alcohol 500ml	15 gals		
	Toilet disinfectant 1liter	24 pcs		
	Multi-purpose cleaner 560ml	24 pcs		
	Stain remover 1000ml	24 pcs		
	Detergent powder 1120g	24 packs		
	Biscuitsx1.5kg	15 bxs		
	Juice	15 kgs		
<b>Grand Total</b>				

*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:

RUTH D. MALING  
Administrative Officer IV  
Canvasser  
MPDO