



Republic of the Philippines
MUNICIPALITY OF PINAMALAYAN
Province of Oriental Mindoro

RFQ No. 2022 - 047
Date _____

REQUEST FOR QUOTATION

(SUPPLY AND DELIVERY OF ADDITIONAL OFFICE SUPPLIES)

The Municipal Government of Pinamalayan hereinafter referred to as "the Purchaser", through its Bids and Award Committee (BAC), invite interested parties to submit price quotation for the SUPPLY AND DELIVERY OF ADDITIONAL OFFICE SUPPLIES through SHOPPING 52.1 [b], IRR of R.A. No. 9184) with Approved Budget for the Contract (ABC) **(ONE HUNDRED THIRTY FOUR THOUSAND NINE HUNDRED EIGHTY PESOS ONLY) (134,980.00)**

Item/ Lot No.	Quantity	Units	Item Description	ABC
1	150	reams	Coupon Bond Long-Subs 20	
2	50	reams	Coupon Bond Short-Subs 20	
3	5	pcs.	Stapler # 35	
4	2	pcs.	Calculator	
5	1	box	Carbon Paper -Blue	
6	15	boxes	Staple Wire-# 35	
7	2	boxes	Fastener -Plastic	134,980.00
8	2	boxes	Sign Pen #31 Gel Ink 0.5mm	
9	5	boxes	Ballpen-5 mm T-Black & Blue	
10	10	pcs.	Scotch Tape	
11	15	pcs.	Correction Tape	
12	25	pcs.	Plastic Envelope	
13	100	pcs.	Folder Long	
14	10	pcs.	Ribbon cartridge LX310	
15	5	pcs.	Toner Xerox Machine	
16	3	pcs.	Toner Printer 78A	
17	15	pcs.	Continuous Ink T664-black	
18	5	pcs.	Continuous Ink T664-cyan	
19	5	pcs.	Continuous Ink T664-magenta	
20	5	pcs.	Continuous Ink T664-yellow	
21	5	pcs.	Continuous Ink # 790-Black	
22	2	pcs.	Continuous Ink # 790-cyan	
23	2	pcs.	Continuous Ink # 790-yellow	
24	2	pcs.	Continuous Ink # 790-magenta	
25	50	pcs.	Accounting Folder	

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:



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1. Mayors Permit
2. PHILGEPS REG. No.
3. Omnibus

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 of SUPPLY AND DELIVERY OF ADDITIONAL OFFICE SUPPLIES RFQ No. 907-247)" and must be delivered/submitted on _____-at the BAC Secretariat Office, 2F Main Building, Municipal Compound, Pinamalayan, Oriental Mindoro.

DELIVERY SITE: Municipal Treasury Office

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