



## REQUEST FOR QUOTATION

### SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR THE OFFICE OF THE VICE MAYOR AND MUNICIPAL LIBRARY.

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 the office of the Vice Mayor and Municipal Library, through Small Value Procurement (Sec. 53.9, IRR of R.A 9184) with Approved Budget for the Contract (ABC) Fifty Eight Thousand One Hundred Sixty Five Pesos Only (**58, 165.00**).

Item/ Lot No.	Quantity	Units	Item Description	ABC
1	2	Boxes	Push pins, no. 3351	<b>58, 165.00</b>
	1	Piece	Puncher, 2 hole 75 A	
	1	Ream	PVC Cover, short	
	2	Reams	PVC Cover, long	
	4	Pieces	Record book, #45, 200 pages	
	4	Pieces	Record book, #85, 300 pages	
	4	Pieces	Record book, #85, 500 pages	
	5	Pieces	Record book, 200 pages, tablet size	
	2	Pieces	Ruller	
	2	Pieces	Scissors, big	
	11	Pieces	Scotch tape 1"	
	2	Pieces	Packing tape 2"	
	5	Boxes	Sign pen, liquid/ g-tech, 0.4 mm needletip, black	
	5	Boxes	Sign pen, 1.0 Hi tech Point (blue and black)	
	3	Boxes	Staple wire #35	
	1	Pack	Sticker paper, A4 size	
	1	Piece	Tape dispenser	
	5	Tubes	Toner, copier, gestetner MP 2014AD	
	2	Reams	Vellum board, long	
	1	Ream	Vellum board, short	
	10	Reams	Paper, xerox bond, short, S20	
	3	Sets	Ink, Epson, CISS	
	100	Pieces	Ordinary folder long	
	100	Pieces	Ordinary folder short	
	2	Ream	Colored bond long (assorted)	
	10	Boxes	Binder clip 1/4	
	10	Boxes	Binder clip 3/4	
	10	Boxes	Binder clip 1 1/4	
	10	Boxes	Binder clip 1 5/8	
	10	Boxes	Binder clip 1"	
	10	Boxes	Binder clip 2"	

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.



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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. Mayors/Business Permit
2. Philgeps Registration Number

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 the office of the Vice Mayor and Municipal Library of (RFQ No. MM-201)" 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 fifteen (15) 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: Vice Mayors 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 *2/28/18*





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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
1	Push pins, no. 3351	2 Boxes		
	Puncher, 2 hole 75 A	1 Piece		
	PVC Cover, short	1 Ream		
	PVC Cover, long	2 Reams		
	Record book, #45, 200 pages	4 Pieces		
	Record book, #85, 300 pages	4 Pieces		
	Record book, #85, 500 pages	4 Pieces		
	Record book, 200 pages, tablet size	5 Pieces		
	Ruller	2 Pieces		
	Scissors, big	2 Pieces		
	Scotch tape 1"	11 Pieces		
	Packing tape 2"	2 Pieces		
	Sign pen, liquid/ g-tech, 0.4 mm needletip, black	5 Boxes		
	Sign pen, 1.0 Hi tech Point (blue and black)	5 Boxes		
	Staple wire #35	3 Boxes		
	Sticker paper, A4 size	1 Pack		
	Tape dispenser	1 Piece		
	Toner, copier, gestetner MP 2014AD	5 Tubes		
	Vellum board, long	2 Reams		
	Vellum board, short	1 Ream		
	Paper, xerox bond, short, S20	10 Reams		
	Ink, Epson, CISS	3 Sets		
	Ordinary folder long	100 Pieces		
	Ordinary folder short	100 Pieces		
	Colored bond long (assorted)	2 Ream		
	Binder clip ¼	10 Boxes		
	Binder clip ¾	10 Boxes		
Binder clip 1 ¼	10 Boxes			
Binder clip 1 5/8	10 Boxes			
Binder clip 1"	10 Boxes			
Binder clip 2"	10 Boxes			
<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.

Canvassed by: \_\_\_\_\_

\_\_\_\_\_  
Supplier's/authorized representative signature over printed name

\_\_\_\_\_  
Designation:

\_\_\_\_\_  
Name of Company:

\_\_\_\_\_  
Address:

\_\_\_\_\_  
Contact No.:

\_\_\_\_\_  
Tax Identification Number (TIN):

\_\_\_\_\_  
PhilGEPS Registration No.