



Republic of the Philippines  
MUNICIPALITY OF PINAMALAYAN  
Province of Oriental Mindoro

RFQ No. 2022-00 - 204  
Date \_\_\_\_\_

### REQUEST FOR QUOTATION

#### (SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR THE 2023 BUSINESS/MAYOR'S PERMIT, TRICYCLE FRANCHISE & OCCUPATIONAL PERMIT REGISTRATION/RENEWAL)

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 2023 Business/Mayor's Permit, Tricycle Franchise and Occupational Permit Registration and Renewal through Shopping (Sec. 52.1, IRR of R.A. No. 9184) with Approved Budget for the Contract (ABC) of **Ninety-eight thousand five hundred seventeen pesos (Php 98,517.00)**

Item/ Lot No.	Quantity	Units	Item Description	ABC
1	50	reams	Book Paper long	98,517.00
2	20	reams	Book Paper Short	
3	4	boxes	Accounting Folder	
4	10	boxes	Ballpen	
5	3	boxes	Signpen	
6	5	boxes	Paper Binder 2"	
7	5	boxes	Paper Binder 1"	
8	5	boxes	Staple Wire #35	
9	3	bundle	Yellow Paper 80 leaves by 10's	
10	75	pcs.	Ordinary Folder (long)	
11	75	pcs	Ordinary Folder (short)	
12	30	pcs.	Correction Tape	
13	50	pcs.	Brown Envelope (long)	
14	2	pcs.	Typewriter Ribbon	
15	10	btls	Glue	
16	4	pairs	Scissor	
17	3	pcs	Stapler #35	
18	10	boxes	Paper Binder ½"	
19	10	rolls	Scotch Tape	
20	5	rolls	Masking Tape	
21	10	rolls	Double Adhesive/Sided Tape 1"	
22	2	pcs.	Calculator	
23	300	pcs	Certificate Holder A4	
24	50	pcs.	Brown Envelope (short)	
25	2	pcs.	Record Book #45	
26	10	boxes	Fastener "	
27	5	pcs.	Record Book #85	
28	10	btls.	Continuous Ink 664 (BLACK)	
29	10	btls	Continuous Ink 003 (BLACK)	
30	10	pcs	Ring Binder 1/8"	
31	15	pcs	Ring Binder ½"	
32	5	pcs	Ring Binder 1 and ¼	
33	3	pcs	Ring Binder 1"	
34	10	pcs	Arrow Tabblings	
35	3	packs	Special Paper x 10's (long)	
36	3	packs	Special Paper x 10's (short)	
37	1	pack	LCT PVC Cover (short) 217 mm x 283 mm	
38	1	pack	LCT PVC Cover (long) 216 mm x 330 mm	
39	3	tubes	Toner Cartridge Docucentre S2011/S2320/S2520	
40	2	pcs	Tape Dispenser	

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



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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
2. Mayor's/Business Permit
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 2023 Business/Mayor's Permit, Tricycle Franchise and Occupational Permit Registration and Renewal (RFQ No. MM-244)"** 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:PLD-Municipal Government of Pinamalayan, Madrid Blvd. Zone III, Pinamalayan Or.Mdo


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. 007-24)

## 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	Book Paper long	50 reams		
2	Book Paper Short	20 reams		
3	Accounting Folder	4 boxes		
4	Ballpen	10 boxes		
5	Signpen	3 boxes		
6	Paper Binder 2"	5 boxes		
7	Paper Binder 1"	5 boxes		
8	Staple Wire #35	5 boxes		
9	Yellow Paper 80 leaves by 10's	3 bundles		
10	Ordinary Folder (long)	75 pcs.		
11	Ordinary Folder (short)	75 pcs		
12	Correction Tape	30 pcs.		
13	Brown Envelope (long)	50 pcs.		
14	Typewriter Ribbon	2 pcs.		
15	Glue	10 btls		
16	Scissor	4 pairs		
17	Stapler #35	3 pcs		
18	Paper Binder 1/2"	10 boxes		
19	Scotch Tape	10 rolls		
20	Masking Tape	5 rolls		
21	Double Adhesive/Sided Tape 1"	10 rolls		
22	Calculator	2 pcs.		
23	Certificate Holder A4	300 pcs		
24	Brown Envelope (short)	50 pcs.		
25	Record Book #45	2 pcs.		
26	Fastener "	10 boxes		
27	Record Book #85	5 pcs.		
28	Continuous Ink 664 (BLACK)	10 btls.		
29	Continuous Ink 003 (BLACK)	10 btls		
30	Ring Binder 1/8"	10 pcs		
31	Ring Binder 1/2"	15 pcs		
32	Ring Binder 1 and 1/4	5 pcs		
33	Ring Binder 1"	3 pcs		
34	Arrow Tabblings	10 pcs		
35	Special Paper x 10's (long)	3 packs		
36	Special Paper x 10's (short)	3 packs		
37	LCT PVC Cover (short) 217 mm x 283 mm	1 pack		
38	LCT PVC Cover (long) 216 mm x 330 mm	1 pack		
39	Toner Cartridge Docucentre S2011/S2320/S2520	3 tubes		
40	Tape Dispenser	2 pcs		
<b>Grand Total</b>				



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*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 fifteen (15) 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:

RIZZA S. DELA VEGA  
Administrative Aide VI  
BAC Secretariat