



Republic of the Philippines
MUNICIPALITY OF PINAMALAYAN
Province of Oriental Mindoro

RFQ No. 2023- 27

Date: _____

REQUEST FOR QUOTATION

SUPPLY AND DELIVERY OF MISCELLANEOUS SUPPLIES (Mayor's Office)

The Municipal Government of Pinamalayan herein after 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 Miscellaneous supplies (Mayor's Office)** through **Small value Procurement** (Sec. 53.9, IRR of R.A 9184) with Approved Budget for the Contract **(ABC) Eighty Seven Thousand Five Hundred Pesos Only (87,500.00)**

Item No.	Quantity	Units	Item Description	ABC
Lot 1	19	Boxes	Coffee 3in1 (8packs x 12)	87,500.00
	15	Packs	Biscuits 1.5 grams (assorted)	
	15	Packs	Juice 800 grams	
	20	Bottles	Dust cleaner 500ml	
	20	Bottles	Air freshener 320ml	
	15	Bottles	Dishwashing liquid 250ml	
	20	Pcs	Sponge	
	16	Bottles	Insect cleaner 600ml	
	20	Bottles	Alcohol 70% 500ml	
	40	Packs	Bathroom tissue 2ply	
	15	Bottles	Glass Cleaner 330ml	
	20	Bottles	Toilet Deodorizer 50ml	
	20	Bottles	Multi-Purpose cleaner 500ml	
	10	Bottles	Hand washing Liquid 225ml	
	3,269	Pcs	Paper cups (5 oz.)	
	29	Pcs	Soap powder 57 grams	

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/Business Permit
2. PhilGEPS Registration
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.



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All quotations may be typewritten or handwritten and may be placed in sealed envelope marked **Supply and Delivery of Miscellaneous supplies (Mayor's Office) (RFQ No. 2023-24)** and must be delivered/submitted on _____, 2023 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 (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: Mayor's 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. 2023- 21

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	Coffee 3in1 (8packs x 12)	19boxes		
	Biscuits 1.5 grams (assorted)	15packs		
	Juice 800 grams	15packs		
	Dust cleaner 500ml	20bottles		
	Air freshener 320ml	20bottles		
	Dishwashing liquid 250ml	15bottles		
	Sponge	20pcs		
	Insect cleaner 600ml	16bottles		
	Alcohol 70% 500ml	20bottles		
	Bathroom tissue 2ply	40packs		
	Glass Cleaner 330ml	15bottles		
	Toilet Deodorizer 50ml	20bottles		
	Multi-Purpose cleaner 500ml	20bottles		
	Hand washing Liquid 225ml	10bottles		
	Paper cups (5 oz.)	3,269pcs		
	Soap powder 57 grams	29pcs		
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.

Canvassed by:

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

EDCEL L. MARMOL
Administrative Aide V