



REQUEST FOR QUOTATION

(Supply and Delivery of Office Supplies: For official use during final printing and packaging of approved Annual Investment Program (AIP) 2024/Municipal Development Investment Program (MDIP) 2024-2025 and Individual Thematic Plans and Programs (TPP) 2024 and other NGA-Mandated Plans and Programs to be submitted to the concerned offices and agencies)

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 official use during final printing and packaging of approved Annual Investment Program (AIP) 2024/Municipal Development Investment Program (MDIP) 2024-2025 and Individual Thematic Plans and Programs (TPP) 2024 and other NGA-Mandated Plans and Programs to be submitted to the concerned offices and agencies through Shopping (Sec. 52.1], IRR of R.A. No. 9184) with Approved Budget for the Contract (ABC) One hundred ninety nine thousand nine hundred twenty pesos (P 199,920.00)

Item/Lot No.	Quantity	Units	Item Description	ABC
1	36	reams	Book paper, legal	199,920.00
	8	sets	Ink refill (CISS) multi-color	
	10	packs	Photo paper 220M both side glossy	
	2	reams	Special paper	
	1	pack	Smoke plastic sheets and cardboard	
	25	pcs	Ring binder 12MM 1/2" 110 sheets	
	6	pcs	Toner (black)	
	6	pcs	Toner (magenta)	
	6	pcs	Toner (cyan)	
	6	pcs	Toner (yellow)	

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



Republic of the Philippines
MUNICIPALITY OF PINAMALAYAN
Province of Oriental Mindoro

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 official use during final printing and packaging of approved Annual Investment Program (AIP) 2024/Municipal Development Investment Program (MDIP) 2024-2025 and Individual Thematic Plans and Programs (TPP) 2024 and other NGA-Mandated Plans and Programs to be submitted to the concerned offices and agencies (RFQ No. DRB - 05)" and must be delivered/submitted on April 11, 2025 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 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



Republic of the Philippines
MUNICIPALITY OF PINAMALAYAN
 Province of Oriental Mindoro

(RFQ No. WOB-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
1	Book paper, legal	36 reams		
	Ink refill (CISS) multi-color	8 sets		
	Photo paper 220M both side glossy	10 packs		
	Special paper	2 reams		
	Smoke plastic sheets and cardboard	1 pack		
	Ring binder 12MM 1/2" 110 sheets	25 pcs		
	Toner (black)	6 pcs		
	Toner (magenta)	6 pcs		
	Toner (cyan)	6 pcs		
	Toner (yellow)	6 pcs		
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.

 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