



Republic of the Philippines
Province of Oriental Mindoro
MUNICIPALITY OF PINAMALAYAN

BIDS AND AWARDS COMMITTEE
Madrid Blvd., Zone III, Pinamalayan, Oriental Mindoro 5208

RFQ NO. 2023-00 79

Date _____

REQUEST FOR QUOTATION

(SUPPLY AND DELIVERY OF **Office Supplies for Printing and Packaging of Citizen's Charter Handbook**)

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 Printing and Packaging of Citizen's Charter Handbook** through Small Value Procurement (Sec. 53.9, IRR of R.A. No. 9184) with Approved Budget for the Contract (ABC) of **Eighty Thousand pesos only. (Php80,000.00)**.

Item/Lot No.	Quantity	Units	Item Description	ABC
1	78	reams	Coupon bond, legal 20/70gsm	80,000.00
2	42	reams	Coupon bond, short 20/70gsm	
3	12	Bottles	Ink 003, yellow	
4	30	Bottles	Ink 003, black	
5	12	Bottles	Ink 003, cyan	
6	12	Bottles	Ink 003, magenta	
7	22	Packs	Colored index card tabbings	
8	2	Boxes	PVC cover long (217mmx330mm)	
9	80	Pieces	Photo paper A3	
10	2	reams	Vellum board legal size	
11	30	pieces	Ring binder 1 inch black	
12	40	pieces	Ring binder 2 inches black	
13	11	Pieces	Expanded envelop with string legal	

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 interest 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 contact:

3. Mayor's Permit
4. PHILGEPS Registration Number
5. Omnibus



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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 Printing and Packaging of Citizen's Charter Handbook** (RFQ No. MM-79)" and must be delivered/submitted on _____ at the BAC Secretariat Office, 2/F Main Building, Municipal Compound, Zone III, 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 three (3) days before the date of delivery. The delivery will be made only during working days and hours.


DELIVERY SITE: Office of the Municipal Administrator

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:

- c) Duly accomplished Quotation Form (*Annex A*); and
- d) 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