



## REQUEST FOR QUOTATION

### SUPPLY AND DELIVERY OF **Other Supplies and Materials Expense (Garbage Collection and Janitorial Supplies) – 2<sup>nd</sup> Quarter 2023**

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 Other Supplies and Materials Expense (Garbage Collection and Janitorial Supplies) – 2<sup>nd</sup> Quarter 2023** through **small value procurement** (Sec. 53.9, IRR of R.A. No. 9184) with Approved Budget for the Contract (ABC) of One Hundred Thousand Pesos Only (100,000.00)

Lot No.	Quantity	Units	Item Description	ABC	
1	720	Ties	Broom Sticks	<b>100,000.00</b>	
	24	Pcs	Dust Pan		
	140	Pcs	Long Sleeve Shirt		
	34	Pcs	Polo Shirt		
	20	Pairs	Rubber Gloves		
	12	Boxes	Surgical Gloves		
	10	Boxes	Surgical Face Masks		
	10	Pairs	Rubber Boots		
	14	Pcs	Hat		
	26	Pcs	Raincoat		
<b>Grand Total</b>					<b>100,000.00</b>

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 53.9 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 Registration Number**
- 3. Omnibus**

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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Province of Oriental Mindoro

All quotations may be typewritten or handwritten and may be placed in sealed envelope marked "Supply and Delivery of **Supply and Delivery of Other Supplies and Materials Expense (Garbage Collection and Janitorial Supplies) – 2<sup>nd</sup> Quarter 2023** (RFQ No. 1012-24)" and must be delivered and 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 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: **MENRO DIVISION LGU-PINAMALAYAN, OR. 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:

1. Duly accomplished Quotation Form (*Annex A*); and
2. 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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(RFQ No. 10m-80)  
Date: \_\_\_\_\_

### QUOTATION FORM

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	Broom Sticks Dust Pan Long Sleeve Shirt Polo Shirt Rubber Gloves Surgical Gloves Surgical Face Masks Rubber Boots Hat Raincoat			
<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.

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

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

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

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

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

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

PhilGEPS Registration Number: \_\_\_\_\_

Canvassed by:

\_\_\_\_\_