



## REQUEST FOR QUOTATION

### (Supply and Delivery of Office Supplies: For official use during Annual Agency Performance Appraisal and/or Annual Agency Exit/Utilization Conference)

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 Annual Agency Performance Appraisal and/or Annual Agency Exit/Utilization Conference through Shopping (Sec. 52.1], IRR of R.A. No. 9184) with Approved Budget for the Contract (ABC) Sixty nine thousand nine hundred ninety six pesos (P 69,996.00)

Item/Lot No.	Quantity	Units	Item Description	ABC
1	20	reams	Book paper, legal	69,996.00
	8	sets	Ink refill (CISS) multi-color	
	8	bxs	Pencil, lead w/ eraser, wood cased #2	
	70	pcs	Notebook	
	70	pcs	Kit case	
	70	pcs	ID holder	
	70	pcs	ID lamination	
	4	bxs	Signpen, black, liquid/gel ink 0.5mm needle tip	
	20	pcs	Tape. Masking 1"	
	20	pcs	Tape, double sided	
	4	bxs	Battery, double A	
	50	pcs	Envelop, expanding, legal size	
	8	pads	Yellow paper	
	1	tube	Toner, copier docucentre S1810	
	15	packs	Photo paper both sides glossy	
	2	gals	Alcohol	
	70	pcs	Spray bottle keychain	
	6	tube	Ballpen, black	
	10	pcs	Packing tape 2"	
	30	bxs	Clip, backfold all metal clamping 2"	

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 Annual Agency Performance Appraisal and/or Annual Agency Exit/Utilization Conference" (RFQ No. 104-10) 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 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 Government of Pinamalayan, 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