



Republic of the Philippines
 Province of Pampanga
 Bids and Awards Committee
 Provincial Capitol, City of San Fernando, (P) / (045) 435-5122

P.R. No./Date/End User: 22-3169/8-26-22/PDRRMO

RFQ No. 220634

SEP 05 2022

Purpose: Dissemination and Roll-out fo the 2022 Provincial Disaster Risk Reduction and Management Operations Center (PDRRMOC) Standard Operating Procedures and Guidelines (SOPG) on September 19-23, 2022 Contingency Planning Training Course on September 27-30, 2022 Greenhouse Gas Inventory (GHGI) Training & Workshop for The LGUs of the Province of Pampanga on October 12-14, 2022 Risk Communication Seminar and Workshop on October 19-21, 2022 and Enhanced Local Climate Change Action Plan (E-LCCAP) Updating Workshop for the LGUs of the Province of Pampanga on October 25-28, 2022.

REQUEST FOR QUOTATION
 (SHOPPING)

Company Name: _____
 Address: _____
 Tel. No. : _____

Please quote your lowest price for the requirements listed hereunder subject to the Terms and Conditions stated below and submit to this Office duly signed by you or your representative not later than 9:00 a.m. | SEP 09 2022

APPROVED BUDGET FOR
 THE CONTRACT (ABC):
 PhP 131,709.50

FRANCIS V. MASLOG
 Vice-Chairperson
 Bids and Awards Committee

TERMS AND CONDITIONS:

- All quotations may be typewritten or handwritten, placed in a sealed envelope.
- All quotations shall be valid for one hundred twenty (120) calendar days from the submission of the same.
- Any erasures or overwriting shall be valid only if they are signed or initialed by the supplier or its authorized representative.
- Interested suppliers are required to submit their valid current Mayor's Permit, PhilGEPS Registration Number. For new businesses, submit the BIR Certificate of Registration.
- The applicable rate for late deliveries is one tenth (1/10) of one percent (1%) of the cost of the unperformed portion for everyday of delay.
- The Provincial Government of Pampanga 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/s.
- The PGP also reserves the right to waive any required formality in the proposals received, and select the proposal which it determine to be the most advantageous to the government.

Item No.	Quantity	Unit	Item Description	Unit Price	Total Price
1	720	pcs	Ballpen, black		
2	84	pcs	Permanent marker, broad, red		
3	120	pcs	Permanent marker, broad, black		
4	84	pcs	Permanent marker, broad, blue		
5	20	pcs	Whiteboard marker, broad, red		
6	20	pcs	Whiteboard marker, broad, black		
7	20	pcs	Whiteboard marker, broad, blue		
8	15	rolls	Masking tape 1"		
9	5	reams	Bond paper, letter, 80 gsm		
10	24	reams	Bond paper, long, 80 gsm		
11	20	packs	Sticker paper 10 pcs/pack, matte A4 size		
12	100	packs	Special paper, short, 180 gsm, white, 10 pcs/pack		
13	16	pcs	Battery, AA		

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Item No.	Quantity	Unit	Item Description	Unit Price	Total Price
14	18	pcs	Battery, AAA		
15	1	pc	Pointer		
16	5	pcs	Plastic container box, 18 L		
17	70	pcs	Brown expanding envelope, long		
18	370	pcs	ID badge with lace		
19	40	reams	Bond paper, A4, 80 gsm		
20	5	pcs	Certificate holder, long		
21	350	pcs	Steno notebook		
22	5	rolls	Double-sided tape 1"		
23	12	pcs	Certificate frame/holder, A4		
24	16	pcs	Extension cord, 5 sockets, approximately 5 meters		
25	2	boxes	Laminating film, A4 size 250 microns		
26	10	pads	Sticky notes, 3x3 assorted		
27	10	pads	Sticky notes, 2x3 assorted		
28	10	pads	Sticky notes, 1x3, assorted		
			Terms of Reference:		
			1. Brochure of the item/s being offered must be attached or Brand/ Model/Type of the item/s being offered must be indicated in the quotation.		
			The procuring entity reserves the right to conduct product testing inspection if necessary to determine the fitness of the item/s being offered by perspective supplier/s		
			After Sales Service:		
			-Replacement of defective items within 24 hours upon notification by the end-user.		
			Schedule of Requirements:		
			-Delivery within ten (10) days upon receipt of NOA/PO		
			x-x-x-x-x-x-x-x-x-x-x-x-x-x Page 2 of 2		
			Total Lot Price		

THE BIDS AWARDS COMMITTEE:

Having carefully read and accepted your Terms and Conditions, including the technical specifications, I/We offer to supply/deliver the item/s as noted above.

Supplier's authorized representative signature over printed name _____
 Designation: _____
 Contact No.: _____
 Email Address: _____

 BAC Canvasser

* JCL