



Republic of the Philippines
 Province of Pampanga
 Bids and Awards Committee
 Provincial Capitol, City of San Fernando, (P) / (045) 435-5901

P.R. No./Date/End User: 23-3825 / 09-22-2023 / Commission on Audit
 Purpose: For office use.

RFQ No. 230844
SEP 28 2023

**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 **4:00 P.M. OCT 03 2023**

APPROVED BUDGET FOR
 THE CONTRACT (ABC):
PhP 115,550.00

FRANCIS V. MASLOG
 Vice Chairperson *Pms*
 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 deadline of 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 upon submission of quotation. In lieu of Mayor's Permit and PhilGEPS Registration Number, the PhilGEPS Certificate of Platinum Membership
- maybe submitted. 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	50	pcs	Signpen, 0.5 mm, Color Black, with Rubber Grip and Cap		
2	50	pcs	Signpen, 0.5 mm, Color Blue, with Rubber Grip and Cap		
3	100	reams	Bondpaper, Short, Substance 20, 80gsm		
4	20	bottles	Ink Brother D60 Black		
5	15	bottles	Ink Brother BT 5000, Magenta		
6	15	bottles	Ink Brother BT 5000, Cyan		
7	15	bottles	Ink Brother BT 5000, Yellow		
8	50	pads	Sticky Notes, Super Sticky, 3" x 3"		
			Terms of Reference:		
			1. Brand of the items being offered must be indicated in the quotation.		
			2. The procuring entity reserves the right to conduct product testing/inspection to determine the fitness of the items being offered by prospective supplier.		
			After Sales Service:		
			-Replacement of defective items within 24 hours upon notification by the end-user.		
			Continue next page ... page 1 of 2		

Pms

Item No.	Quantity	Unit	Item Description	Unit Price	Total Price
			Schedule of Requirements:		
			-Delivery within five (5) days upon receipt of PO/NOA		
			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

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Handwritten mark