



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

MAR 04 2024

RFQ No. **240218**

P.R. No. / Date / End User / Purpose:

(24-0766 2/16/2024 Governor's Office Office Supplies for Alagang Nanay Preventive Health Care Program)

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. MAR 08 2024**

APPROVED BUDGET FOR
THE CONTRACT (ABC):
PhP 371,260.00

ATTY. CECIL L. ANDIN
CHAIRPERSON *pen*
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 and latest quarterly return or percentage tax.
- 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.	Qty	Unit	Item Description	Unit Price	Total Price
1	10	pcs	Correction Tape, 8 meters		
2	10	box	Folder, tagboard, legal size, 100's/box		
3	4	pcs	Record Book, 500 pages		
4	4	pcs	Record Book, 300 pages		
5	600	reams	Paper, bondpaper, A4, 70gsm, premium grade		
6	800	reams	Paper, bondpaper, legal, 70gsm, premium grade		
7	100	box	Paper Fastener, non-rust, metal, 50's set/box		
8	10	pcs	Pen, signpen, V10 grip, black		
9	4	pcs	Puncher, heavy duty		
10	4	pcs	Stapler, no. 35 with remover, heavy duty		
11	40	boxes	Staple Wire, standard # 35		
12	6	pcs	Stamp Pad, Felt Pad no.2		

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Item No.	Qty	Unit	Item Description	Unit Price	Total Price
			<p>TERMS OF REFERENCE: 1. Brand of the items being offered must be indicated in the quotation for item no. 5,6,8,10 and 11. 2. The procuring entity reserves the right to conduct product testing/inspection to determine the fitness of the items being offered by prospective supplier/s.</p> <p>AFTER SALES SERVICE: 1. Replacement of defective items within 24 hours upon notification by the end-user</p> <p>SCHEDULE OF REQUIREMENTS: Delivery within ten (10) days upon receipt of PO/NOA</p>		
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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