



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

JUN 06 2024

RFQ No. 240559

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

(24-2071 5/15/2024 GOVERNOR'S OFFICE To be used for Kapitolyo sa Barangay: Serbisyo ning Probinsya, Lalapit Kekayu activities and programs.)

**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. JUN 11 2024**

APPROVED BUDGET FOR  
THE CONTRACT (ABC):  
PHP 499,990.00

FRANCIS V. MASLOG  
VICE-CHAIRPERSON *FW*  
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	180	reams	Bond Paper, letter, 500 sheets/ream, 70 gsm		
2	185	reams	PAPER, MULTIPURPOSE A4, 500 sheets per ream, 70 gsm		
3	185	reams	PAPER, MULTIPURPOSE LEGAL, 500 sheets per ream, 70 gsm		
4	100	pieces	Correction Tape, 8 meters		
5	15	packs	Folder with tab, short 100 pcs./pack		
6	15	packs	Folder with tab, A4, 100 pcs./pack		
7	20	packs	Folder with tab, legal, 100 pcs./pack		
8	40	bottles	Ink, Printer, Black, Epson 001, 127ml		
9	20	bottles	Ink, Printer, Yellow, Epson 001, 70ml		
10	20	bottles	Ink, Printer, Cyan, Epson 001, 70ml		
11	20	bottles	Ink, Printer, Magenta, Epson 001, 70ml		
12	40	bottles	Ink, Printer, Black, Epson 003, 70ml		
13	20	bottles	Ink, Printer, Yellow, Epson 003, 70ml		
14	20	bottles	Ink, Printer, Cyan, Epson 003, 70ml		
15	20	bottles	Ink, Printer, Magenta, Epson 003, 70ml		
16	30	packs	PAPER, sticker paper, 10 sheets/pack, matte, A4		

*FW*

No.	Qty	Unit	Item Description	Unit Price	Total Price
63	8	pieces	STAMP PAD, felt pad, no.2		
64	8	pieces	STAMP PAD INK, violet, 50ml		
65	4	bottles	Print Cartridge Black IMC2010/2510		
66	3	bottles	Print Cartridge Yellow IMC2010/2510		
67	3	bottles	Print Cartridge Magenta IMC2010/2510		
68	3	bottles	Print Cartridge Cyan IMC2010/2510		
69	5	pieces	Date Stamp		
			Terms of Reference: 1. The procuring entity reserves the right to conduct product testing/inspection if necessary to determine the fitness of the item/s being offered by prospective supplier/s.  After Sales Service: 1. Replacement of defective items within 24 hours upon notification by the end-user. 2. Ink expiration must be at least 18 months from the date of the delivery.  Schedule of Requirements: 1. Delivery within ten (10) days upon receipt of PO/NOA		
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

Jaq