

Republic of the Philippines
Province of Davao Oriental
CITY OF MATI

REQUEST FOR QUOTATION

Date: 25 July 2013
RFQ No.: 039

Name of Company: _____

Address: _____

Business Permit No.: _____

TIN No.: _____

Please quote your best offer for the item/s described below, subject to the Terms and Conditions provided at the dorsal portion of this request for quotation. Submit your quotation duly signed by you or your duly representative not later than **31 July 2013**.

Open quotations may be submitted, manually or through facsimile or email at the address and contact numbers indicated below.

MARIA LUISA R. COMO
City General Services Officer
Head, BAC Secretariat

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

PR No. 3700
City Administrator's Office

ITEM DESCRIPTION	Quantity (QTY)	Approved Budget of the Contract	OFFER				REMARKS
			PRICE		Compliance with Technical Specifications		
			Unit Price	Total Price	Yes	No	
Office Supplies		P 15,157.45			<input type="checkbox"/>	<input type="checkbox"/>	
1. TONNER Cartridge, HP 12A	1 Box				<input type="checkbox"/>	<input type="checkbox"/>	
2. Paper Bond, PG, Legal	5 Reams				<input type="checkbox"/>	<input type="checkbox"/>	
3. Paper Bond, PG, A4	5 Reams				<input type="checkbox"/>	<input type="checkbox"/>	
4. Carbon Film, Legal	1 Box				<input type="checkbox"/>	<input type="checkbox"/>	
5. Carbon Film, A4	1 Box				<input type="checkbox"/>	<input type="checkbox"/>	
6. Folder File, Legal Size	1 Pack				<input type="checkbox"/>	<input type="checkbox"/>	
7. Cambric Board	20 Pcs				<input type="checkbox"/>	<input type="checkbox"/>	
8. Record Book 500pages	5 Pcs				<input type="checkbox"/>	<input type="checkbox"/>	
9. Toilet Deodorant Cake	10 Boxes				<input type="checkbox"/>	<input type="checkbox"/>	
10. Dish Washing Liquid	6 Bottles				<input type="checkbox"/>	<input type="checkbox"/>	
11. Sign pen, high tech pen, black	3 Pcs				<input type="checkbox"/>	<input type="checkbox"/>	
12. Sign Pen, high tech pen, blue	2 Pcs				<input type="checkbox"/>	<input type="checkbox"/>	
13. Sign Pen, high tech pen, red	2 Pcs				<input type="checkbox"/>	<input type="checkbox"/>	
14. Toilet Bowl and Urinal Cleaner	6 Bottles				<input type="checkbox"/>	<input type="checkbox"/>	
15. Marking Pen, bullet tip, non-toxic	30 Pcs				<input type="checkbox"/>	<input type="checkbox"/>	
16. Broom Soft	1 Pc				<input type="checkbox"/>	<input type="checkbox"/>	
17. Correction Tape	3 Pcs				<input type="checkbox"/>	<input type="checkbox"/>	
18. Alcohol, rubbing 500ml	8 Bottles				<input type="checkbox"/>	<input type="checkbox"/>	

PR No. 3700
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19. Battery AA, Akaline, 2pcs./packet	3	Packs				[]	[]	
20. Battery Medium	9	Pcs				[]	[]	
21. Battery, D, Alkaline, 2pcs./packet	3	Packs				[]	[]	
22. Marker Pen, for wyteboard, black	2	Pcs				[]	[]	
23. Dust Pan, Plastic	1	Pc				[]	[]	
24. Marker Pen Ink, Black	1	Bottle				[]	[]	
25. Marker Pen Ink, for wyteboard, black	1	Bottle				[]	[]	
26. Stamping Pad Ink	1	Bottle				[]	[]	
27. Stamping Pad	1	Pc				[]	[]	
28. Fluorescent Tuber 40 watts	2	Tubes				[]	[]	
29. Starter 40 watts	2	Pcs				[]	[]	
30. Max staple Wire	5	Boxes				[]	[]	
31. Air Freshener, 280ml/can	10	Tins				[]	[]	
32. Insecticide, Aerosol type, 420ml.	10	Tins				[]	[]	
33. Mop Handle, screw type	1	Pc				[]	[]	
34. Mop Head 100% rayon, 400grms.	1	Pc				[]	[]	
35. Tape Transparent, 24mm (1")	5	Rolls				[]	[]	
36. Paper Fastener, non-rust metal	5	Boxes				[]	[]	
37. Paper Clip, gem type, 50mm jumbo	2	Pad				[]	[]	
38. Yellow Pad	2	Pad				[]	[]	
39. Labor Payroll	1	Pad				[]	[]	

Signature over Printed Name

Canvasser

Contact Numbers (Landline and/or Cellphone Nos.)/E-mail address

PR No. 3700
 City Administrator's Office

40. Floorwax Paste, red 2kg./can	1	Box				[]	[]	
41. Pencil, lead w/ eraser	1	Pc				[]	[]	
42. Rags, cotton	1	Box				[]	[]	
43. Cannon Ink PG 810	1	Box				[]	[]	
44. Cannon Ink CL 811	1	Box				[]	[]	
45. Data File Box	1	Pc				[]	[]	

 Canvasser

 Signature over Printed Name

 Contact Numbers (Landline and/or
 Cellphone Nos.)/E-mail address

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Bidders may quote for any or all the items.
3. Price quotation/s must be valid for a period of *Thirty (30) calendar days* from the date of submission.
4. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
7. Bidders shall submit the following documents to be considered as technically, legally and financially capable:
 - 7.1 Technical Documents
 - 7.1.1 Certification that the Supplier passed the quality control test
 - 7.2 Legal Documents
 - 7.2.1 Business Permit
 - 7.2.2 DTI Registration/SEC Registration/CDA Registration
 - 7.3 Financial Documents
 - 7.3.1 Audited Financial Statements stamped "received" by the BIR or its duly accredited and authorized institutions for the preceding calendar year
8. Quotations must be submitted to the Bids and Awards Committee personally or through a duly authorized representative together with the original or certified photocopy from the original of the documents mentioned above
9. Any interlineations, erasures or overwriting shall be valid only if they are signed or initiated by you or any of your duly authorized representative/s.
10. The item/s shall be delivered within ten (10) calendar days from receipt of purchase order.