

Republic of the Philippines  
Province of Davao Oriental  
CITY OF MATI

**REQUEST FOR QUOTATION**

Date: 8 August 2013

RFQ No.: 081

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 **14 August 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. 3890**  
City IP 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 17,054.00					
1. Floor Mop w/ handle	1 Pc				<input type="checkbox"/>	<input type="checkbox"/>	
2. Dust pan	1 Pc				<input type="checkbox"/>	<input type="checkbox"/>	
3. Soft Broom	1 Pc				<input type="checkbox"/>	<input type="checkbox"/>	
4. Glass Cleaner	5 Btls				<input type="checkbox"/>	<input type="checkbox"/>	
5. Toilet paper (12s)	3 Packs				<input type="checkbox"/>	<input type="checkbox"/>	
6. Floor wax (2 kgs)	2 Cans				<input type="checkbox"/>	<input type="checkbox"/>	
7. Air Freshener	4 Cans				<input type="checkbox"/>	<input type="checkbox"/>	
8. Photo Paper, 20s	2 Pks				<input type="checkbox"/>	<input type="checkbox"/>	
9. White mailing envelope (long)	100 Pcs				<input type="checkbox"/>	<input type="checkbox"/>	
10. Desktop Calculator	2 Unit				<input type="checkbox"/>	<input type="checkbox"/>	
11. HP 704 Black Ink	5 Pcs				<input type="checkbox"/>	<input type="checkbox"/>	
12. HP 704 Colored Ink	3 Pcs				<input type="checkbox"/>	<input type="checkbox"/>	
13. Pentel Pen (Black)	1 Doz				<input type="checkbox"/>	<input type="checkbox"/>	
14. Book Paper (Long)	2 Reams				<input type="checkbox"/>	<input type="checkbox"/>	
15. Book Paper (Short)	3 Reams				<input type="checkbox"/>	<input type="checkbox"/>	
16. Long Brown Folder	4 Doz				<input type="checkbox"/>	<input type="checkbox"/>	

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Canvasser

\_\_\_\_\_  
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. 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.
8. The item/s shall be delivered within ten (10) calendar days from receipt of purchase order.