



## Request for Quotation (RFQ)

Procurement Title:

**PROCUREMENT OF VARIOUS OFFICE SUPPLIES FOR HUMAN RESOURCE MANAGEMENT OFFICE**

PR No. : **2024-04533-065**

Solicitation No. : **465-7N-24**

PR Date : **02 December, 2024**

Philgeps Reference No. : **11589531**

Approved Budget for the Contract: **₱64,957.50**

Please quote your lowest price on the item/s listed described below or in the attached Purchase Request (PR) subject to the General Terms and Conditions Stated herein, submit filled out quotation duly signed by you or your duly authorized representative not later than December 12, 2024, 1:00 PM at the Bids and Awards Committee Office, 2nd Floor, City Hall Complex, A.B. Fernandez Ave., Dagupan City 2400 Pangasinan.

**ATTY. AURORA E. VALLE**

**BAC Chairman**

### GENERAL TERMS AND CONDITIONS:

1. Warranty shall be for a minimum period of three (3) months for expendable components, one (1) year for non-expendable components, from date of acceptance by the City Government of Dagupan.
2. Price validity shall be for a period of thirty (30) calendar days counted from date of quotation.
3. Price quotation shall be inclusive of all costs and applicable taxes.
4. Delivery period upon receipt of Purchase Order (P.O.)
5. Amount of bid docs to be paid Php 500.00.
6. PhilGEPs REGISTRATION/ CERTIFICATE, MAYOR'S/ BUSINESS PERMIT, TAX REGISTRATION, SEC or DTI. Shall be attached upon submission of quotation.
7. Latest income/business tax return shall be attached upon submission of quotation if ABC is above Php 500,000.00
8. A notarized omnibus sworn statement (GPPB-prescribed format) shall be attached upon submission of quotation if ABC is above Php50,000.00
9. Bidders shall submit original brochures showing certifications of the product being offered. (if applicable)
10. **ANY ALTERATIONS AND/OR ERASURES SHALL BE COUNTER-SIGNED BY THE BIDDER OR HIS/HER DULY AUTHORIZED REPRESENTATIVE. BIDS WITH ALTERATIONS AND/OR ERASURES THAT ARE NOT COUNTER-SIGNED SHALL BE REJECTED.**

COMPANY NAME : \_\_\_\_\_

ADDRESS : \_\_\_\_\_

PHILGEPs REGISTRATION No. : \_\_\_\_\_

Valid Until: \_\_\_\_\_

QTY	UNIT	ITEM DESCRIPTION	UNIT COST	APPROVED BUDGET FOR THE CONTRACT	QUOTATION/ OFFER AMOUNT	
					UNIT PRICE	TOTAL AMOUNT
10	Bottle	Alcohol, Ethyl, 70% Solution, 500ml/bottle				
3	Box	Ballpen, Crystal Tech, 0.5, 50's/box, Black				
65	Ream	Bond Paper, A4, Subs. 20, 500 sheets/ream				
80	Ream	Bond Paper, Legal, Subs. 20, 500sheets/ ream				
20	Ream	Bond Paper, Letter, Subs. 20, 500 sheets// ream				
2	Piece	Flash Drive, 64gb				
10	Pad	Note Pad, Stick On, 3"x 3", 100 sheets/pad				
10	Box	Paper Fastener, Plastic, 50's/box				
1	Piece	Stapler, #35, Heavy Duty				
5	Pack	Sticker Paper, Legal, Glossy, 10 sheets/pack				
50	Piece	Sign Pen, Impact Gel, 1.0mm, Black				
				<b>₱64,957.50</b>		

After having carefully read and accepted your General Terms and Conditions, I/ WE quote you on the item at prices noted above.

Signature over printed name \_\_\_\_\_  
(Owner/ Authorized Representative) \_\_\_\_\_  
Telephone/ Mobile No. : \_\_\_\_\_  
Email Address : \_\_\_\_\_  
Date : \_\_\_\_\_

### NOTE: ADDITIONAL INSTRUCTION

1. Please submit quotation and required documents in a SEALED envelope.
2. RFQ/s may be submitted personally at the BAC Office, 2nd Floor, City Hall Complex, A.B. Fernandez Avenue, Dagupan City during office hours 8:00 A.M. to 5:00 P.M. Bidder shall present its proof of payment for the Bid Docs Fees. Payment shall be paid at the One Stop Shop Business Center (OSBC).
3. RFQ's may be submitted through mail/courier services and shall be addressed to the BAC Chairman with Office Address: BAC Office, 2nd Floor, City Hall Complex, A.B. Fernandez Avenue, Dagupan City. Bidder shall attach a Postal Money Order and/ or Managers Check for the Bid Docs Fees with a Payee: CITY TREASURE'S OFFICE DAGUPAN CITY. Bidders shall also attach a self-addressed stamped envelope for the RFQ's received by the BAC after the deadline will be return through that aforementioned self-addressed stamp envelope.
4. **RFQ's THAT ARE DELIVERD BY MAIL/ COURIER SERVICE AFTER THE DEADLINE SHALL NOT BE OPENED AND SHALL BE IMMEDIATELY RETURNED. THE BAC SHALL NOT BE RESPONSIBLE FOR ANY DELAY IN THE DELIVERY OF RFQ's VIA MAIL/ COURIER SERVICES.**