Republic of the Philippines
Office of the Mayor
BIDS AND AWARDS COMMITTEE
Dagupan City

Request for Quotation (RFQ)

Procurement Title: **PROCUREMENT OF VARIOUS PRINTING MATERIALS FOR SANGGUNIANG PANLUNGSOD USE**

PR No. : **2025-05276-035**
PR Date : **20 August, 2025**
Approved Budget for the Contract: **₱475,660.00**

Solicitation No. : **377-2N-25**
Philgeps Reference No. : **12344757**

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 September 2, 2025, 1:00 PM at the Bids and Awards Committee Office, 2nd Floor, City Hall Complex, A.B. Fernandez Ave., Dagupan City 2400 Pangasinan.

(Original Signed)
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 form 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 ₱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 REPRESENTIVE. 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
90	reams	Letterhead (Short), 12 Different names @ 5 reams each, 10 reams for VM office, and 20 reams for SP Secretariat, Size: 8.5 x 11 inches, Full Color, Book 80 (paper), Offset Print				
90	reams	Leterhead (Long), 12 Different names @ 5 reams, 10 reams for VM office and 20 reams for SP Secretariat, Size: 8.5 x 13 inches, Full Color, Book 80 (paper), Offset Print				
440	pads	Deskpad, 13 Different names @ 30 pads each and 50 pads for Vice Mayor (100 sheets per pad), Size: 8.5 s 5.5 inches (Half short), Full Color, Book 80 (paper), with Padding, Offset Print				
15000	pcs	Business Long Envelope, 13 Different names @ 1000 pcs each and 2000 pcs for Vice Mayor, UV Print				
14000	pcs	Calling Card, 14 Different names @ 1000 pcs each, Size: 2 x 3.5 in, Full Color, Chromecoat (paper), Offset Print				
				₱475,660.00		

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 : _____