



## No. 2022-09-210

September 29, 2022

## Discussion

**Total Eligible Bidders**

1. Please quote your lowest price inclusive of VAT on the items listed below, subject to the Terms and Conditions of this RFP. Submit your quotation duly signed by your authorized representative at the Deputy Division of Zambosang Sibagay, Pangasinana, Zambosang Sibagay not later than \_\_\_\_\_.

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- ## 2. Terms and Conditions

a. All entries must be **READABLE** TYPEWRITTEN

b. Fill up the blank sections/ columns (Unit price, total price including the grand total).

d. Price validity must be within sixty (60) calendar days.

Note: Mayor's Permit and Tax Clearance must be duly authenticated or certified true copy by issuing Agency and PhilGEPS Certification

c. Warranty shall be for a period of six (6) months for supplies and materials, one (1) year for equipment and other services from date of acceptance by the procuring entity.

FAILURE TO DO SO WILL MEAN DISQUALIFICATION OF YOUR BID PROPOSAL.

3. Question that exceeds the Approved Budget for the Contract (ABC) shall be automatically disqualified.

**AURELIO A. SANTISANO**  
 Note: The Head of the Procuring Entity reserves the right to review the quotation of the bidders and reject any and all bids, declare the failure of the procurement process at any time prior to the contract award or not to award the contract pursuant to existing guidelines, without incurring any liability.  
 Please return to \_\_\_\_\_

Please return in sealed envelope and indicate the RFQ number.

Item No.	Unit	Item Specification	Quantity	Unit Price	Total Price
	piece	Notebook	100		
	piece	Ordinary Pen	100		
	boxes	Pencil	5		
	piece	Expanded Brown Envelope	120		
	dozen	Folder (Long/Brown)	3		
	dozen	Folder (A4/Brown)	3		
	dozen	Brown Envelope (Long)	3		
	units	Steel Cabinet Lateral (3 drawers)	2		
	piece	Data File Box with Cover	10		
	piece	Filer	6		
	piece	Logbook (300 pages)	6		
	piece	Certificate Holder (A4)	200		
	dozen	Brown Envelope (A4)	3		
	dozen	Fastener (plastic)	3		
	boxes	Rubber band (big)	2		
	boxes	Rubber band (small)	2		
	boxes	Paper Clip (Bull dog)	5		
	piece	Puncher	3		
	piece	Calculator	2		
	piece	Notebook non spring/ 30 leaves	60		
	bots.	Purchase of Ink (EPSON 3110) Black-90/ Yellow-18/Magenta-18/Cyan-18	144		
	units	External Hard Drive (1TB)	34		
	reams	Laid Paper (A4/Yellow)	5		
	piece	Heavy-Duty Staper (Small)	3		
	piece	Heavy-Duty Staper (Big)	1		
	ABC	P478,843.50		TOTAL	
Purpose:	For the use of ALS Office Supply and Equipment-1st to 4th Quarter.				
	This is to submit our price quotation indicated above subject to the terms and conditions of this RFQ				
Suppliers Company Name:			Date:		
Address:			Tel. No.:		
TIN Number:			Cell. No.:		
Supplier's Signature Over Printed Name:			Email Add:		
			Fax No.:		

