Republic of the Philippines
Province of Pangasinan
Municipality of Lingayen

Name of Project: Procurement of other supplies and materials to be used for daily office operations at SB Secretariat
ABC: P 26,140.00

Date:_____
Quotation No: _____

The Manager
_____
_____
_____

Please quote your lowest price on the item/s listed below, stating the shortest time of delivery and submit your quotation duly signed not later than January 23, 2026_. Late submission shall not be accepted.

GINA A. FLORES
Secretary to the Sanggunian

IMPORTANT INSTRUCTIONS:

1. **DELIVERY PERIOD IS TEN (10) CALENDAR DAYS**
2. **WARRANTY SHALL BE FOR A PERIOD OF SIX (6) MONTHS FOR SUPPLIES & MATERIALS, ONE (1) YEAR FOR EQUIPMENT, FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY**
3. **PAYMENTS SHALL BE MADE THRU CHEQUE WITHIN FIFTEEN (15) DAYS AFTER THE DELIVERY, AND SHALL BE CLAIMED PERSONALLY AT THE OFFICE OF THE MUNICIPAL TREASURER**
4. **THE PRICE OFFERED SHALL NOT BE SUBJECT TO ANY INCREASE FOR WHATEVER REASON INCLUDING IN CASES OF DEVALUATION/INFLATION DURING THE ENTIRE DURATION OF THE CONTRACT**
5. **PRICE SHALL BE INCLUSIVE OF VAT**
6. **THE QUOTATION SHALL NOT BE CONSIDERED UNLESS IT IS PROPERLY SIGNED BY THE AUTHORIZE REPRESENTATIVE.**
7. **BIDDER'S MUST SUBMIT THE FF. REQUIREMENTS**
   - **A) VALID AND CURRENT MAYOR'S PERMIT**
   - **B) VALID AND CURRENT PHILGEPS CERTIFICATE**
   - **C) LATEST INCOME/BUSINESS TAX RETURN**
   - **D) BIR CERTIFICATE OF REGISTRATION**
   - **E) NOTARIZED OMNIBUS SWORN STATEMENT**
8. **COMPLETELY FILL OUT THE PRICE QUOTATION FORM, TECHNICAL SPECIFICATION/BRAND (IFAPPLICABLE), UNIT/TOTAL PRICE AND SUPPLIER/BIDDER'S INFORMATION. DO NOT FORGET TO SIGN THE PRICE QUOTATION FORM. FAILURE TO FOLLOW THE THAT STANDARD FORMAT OF QUOTATION IS A GROUND FOR DISQUALIFICATION.**
9. **DOWNLOADED QUOTATION MUST BE SUBMITTED THRU FAX, EMAIL OR DIRECTLY TO THE BAC SECRETARIAT ON OR BEFORE THE CLOSING DATE OF BID NOTICE ABSTRACT**
10. **ALL THE INTERESTED SUPPLIERS WITH INCOMPLETE REQUIREMENTS WILL BE AUTOMATICALLY DISQUALIFIED.**

Item No.	ITEM & DESCRIPTION	QTY.	UNIT PRICE	TOTAL PRICE
1	Storage box, plastic, 45x32x20.4cm, brown	20 pieces		
2	Data File box, thick cardboard, 4.5"x4.5"x15.5"x9.5", blue	30 pieces		
3	Lever arch file folder, thick, 12.5"x3"x11", blue	30 pieces		
4	Lever arch file folder, slim, 12.5"x2"x11", blue	30 pieces		
	---nothing follows---			

_____
Printed Name/Signature

_____
Tel. No./Cellphone No. E-mail address

_____
PhilGEPS Registration No.

_____
Date