

Republic of the Philippines  
Municipality of Lingayen  
Lingayen, Pangasinan

Name of Project: Procurement of services for the repair &  
maintenance of one unit photocopier at GSO, Lingayen, Pangasinan  
ABC: 16,639.00

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 February 9, 2022. Late submission shall not be accepted.

**LARRY B. FLORES**

Municipal General Services officer

**IMPORTANT INSTRUCTIONS:**

1. **DELIVERY PERIOD IS FIFTEEN (15) 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 AUTHORIZED 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**
8. **COMPLETELY FILL OUT THE PRICE QUOTATION FORM, TECHNICAL SPECIFICATION/BRAND (IF APPLICABLE), UNIT/TOTAL PRICE AND SUPPLIER/BIDDER'S INFORMATION. DO NOT FORGET TO SIGN THE PRICE QUOTATION FORM**
9. **A BIDDER WHO SUBMITS A QUOTATION IS REQUIRED TO DOWNLOAD THIS RFQ FROM THE PHILGEPS WEBSITE BEFORE THE CLOSING DATE FOR INCLUSION IN THE PHILGEPS DOCUMENT REQUEST LIST (DRL).**
10. **DOWNLOADED QUOTATION MUST BE SUBMITTED THRU FAX, EMAIL OR DIRECTLY TO THE BAC SECRETARIAT ON OR BEFORE THE CLOSING DATE OF BID NOTICE ABSTRACT**

Item No.	ITEM & DESCRIPTION	QTY.	UNIT PRICE	TOTAL PRICE
1	Procurement of services for the repair and maintenance of one unit photocopier	1 unit		
			<b>TOTAL-----</b>	

\_\_\_\_\_  
Printed Name/Signature

\_\_\_\_\_  
Tel. No./Cellphone No. E-mail address

\_\_\_\_\_  
PhilGEPS Registration No.

\_\_\_\_\_  
Date