

Name of Project: Procurement of Booklets for Medicine & Grocery  
to be used for Operations at Office of the Senior Citizens Affairs,  
Lingayen, Pangasinan  
ABC: P200,000.00

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 November 16, 2021. Late submission shall not be accepted.

**LARRY B. FLORES**

Municipal General Services officer

**IMPORTANT INSTRUCTIONS:**

1. DELIVERY PERIOD IS THIRTY (30) 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	<b>Purchased Booklet – Medicine</b> Minimum Requirements: Size: 16.5cmx11cm 250GSM Logo size: 2.5x2.5cm Front Cover: Text: Arial Black, size 14 Back Cover: Legal Basis – Text: Arial Black, size 14 Title – Text: Arial Bold, size 12 Body – Text: Arial, size 12 Inside Pages: Arial Bold – Heading: size 12, Commodities: size 12 Total Pages: 20	4000 booklet		
2	<b>Purchased Booklet – Grocery</b> Minimum Requirements: Size: 16.5cmx11cm 250GSM	4000 booklet		

	<p>Logo size: 2.5x2.5cm</p> <p>Front Cover: Text: Arial Black, size 16</p> <p>Back Cover: Legal Basis – Text: Arial Black, size 14 Title – Text: Arial Bold, size 12 Body – Text: Arial, size 12</p> <p>Inside Pages: Arial Bold – Heading: size 12, Commodities: size 12</p> <p>Total Pages: 20</p>			
			<b>TOTAL-----</b>	

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Printed Name/Signature

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

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PhilGEPS Registration No.

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Date