

Republic of the Philippines
Municipality of Lingayen
Lingayen, Pangasinan

Name of Project: Procurement of office supplies to be used for daily office operations at Various Offices, Lingayen, Pangasinan
ABC: P199,819.47

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 March 14, 2022. Late submission shall not be accepted.

LARRY B. FLORES

Municipal General Services officer

IMPORTANT INSTRUCTIONS:

- DELIVERY PERIOD IS FIFTEEN(15) CALENDAR DAYS**
- 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**
- 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**
- 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**
- PRICE SHALL BE INCLUSIVE OF VAT**
- THE QUOTATION SHALL NOT BE CONSIDERED UNLESS IT IS PROPERLY SIGNED BY THE AUTHORIZED REPRESENTATIVE.**
- BIDDER'S MUST SUBMIT THE FF. REQUIREMENTS**
 - VALID AND CURRENT MAYOR'S PERMIT**
 - VALID AND CURRENT PHILGEPS CERTIFICATE**
 - LATEST INCOME/BUSINESS TAX RETURN**
- 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**
- 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).**
- 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.	ballpen, blue	240 pieces		
2.	ballpen, black	360 pieces		
3.	clearbook, 20 transparent pockets, legal	15 pieces		
4.	clip, backfold, 50mm, 12's	10 box		
5.	correction tape, 8m	150 piece		
6.	double lock fastener, plastic fastener (5 pcs/set	20 set		
7.	DVD rewriteable, speed: 4xmin. 4.7 GB capacity min	15 piece		
8	envelope, expanding, craft, legal 100 pcs./box	3 box		
9	envelope, expanding plastic	200 piece		
10	Epson ink 673 set (6 colors)	2 set		
11	external hard drive, 1TB	5 piece		
12	flash drive, 32 GB capacity	5 piece		
13	folder, pressboard, size: 24mmx370mm (-5mm) green	3 box		
14	ink cart, brother BT5000C, cyan	15 piece		
15	ink cart, brother BT 5000M, magenta	15 cart		
16	ink cart, brother BT5000Y, yellow	15 pc.		
17	ink cart, brother BTD60, black	30 piece		
18	ink, cart, canon CL-811 colored	1 cart		
19	ink, cart canon PB-810, black	1 cart		
20	ink, cart, Epson C13T664100 (*T6641) black	30 cart		
21	mouse, optical, USB connection type	12 unit		

22	notepad, stick on 3" x 3"	20 pad		
23	notepad, stick on, 76mm x 100mm (3" x 4")min	20 pad		
24	paper cutter metal base (A4/legal size)	2 unit		
25	paper fastener, plastic, 25mm, 50s/box	50 box		
26	paper, multicopy, 80 gsm, A3	6 ream		
27	paper, multicopy, A4, 80 gsm	55 reams		
28	paper, multicopy, legal, 80 gsm	60 reams		
29	record book, 300 pages, size: 214mm x 276mm min	40 book		
30	record book, 500 pages, size: 214mm x 278mm min.	30 book		
31	ribbon cartidge, Epson LQ2190	3 cart		
32	signpen, black, 0.5	100 pieces		
33	signpen, blue, 0.5	100 pieces		
34	signpen, red, 0.5	40 pieces		
35	staple wire, standard, #35	30 box		
36	stapler, standard type, regular	10 piece		
37	sticker paper for A\$ size, 10's	28 pack		
38	tape, masking, 24mm	50 roll		
39	tape masking, 48mm	25 roll		
40	tape transparent, 24mm	50 roll		
41	tape, transparent, 48mm	20 roll		
42	typewriter ribbon, nylon, black	5 piece		
			TOTAL---	

Printed Name/Signature

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

PhilGEPS Registration No.

Date