

Republic of the Philippines
Municipality of Lingayen
Lingayen, Pangasinan

Name of Project: Procurement of Office Supplies to be used for
Operations at Various offices of LGU-Lingayen, Lingayen,
Pangasinan
ABC: P191,500.00

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 December 21, 2021. 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**

Item No.	ITEM & DESCRIPTION	QTY.	UNIT PRICE	TOTAL PRICE
1	Book of Birth, hardbound cover	1 piece		
2	Book of Court Decree/s, hardbound cover	1 piece		
3	Book of Death, hardbound cover	1 piece		
4	Book of Legal Instrument, hardbound cover	1 piece		
5	Book of Marriage	1 piece		
6	Book of Marriage License	1 piece		
7	CALCULATOR, compact, 12 digits	6 unit		
8	CARBON FILM, PE, blue, size 210mm xue 297mm	5 box		
9	CORRECTION TAPE, film base type, UL 6m min	100 piece		
10	ENVELOPE, mailing, white, 70gsm	10 box		
11	FASTENER, METAL, 70mm between prongs	100 box		
12	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)(GREEN)	5 box		
13	INK CART, EPSON C13T664100 (T6641), Black	43 cart		
14	Toner cartridge, TK4109	2 CART		
15	Paper multi copy, short, blue	1 reams		
16	Paper multi copy, short, pink	1 reams		
17	Paper multi copy, short, yellow	1 reams		
18	Paper, long-size, 8.5"x14", 80GSM	10 ream		

19	Paper, legal, 8.5"x13", 80gsm	100 ream		
20	Post screw, 110mm	50 pcs		
21	PVC plastic cover, legal size	2 ream		
22	Sliding Folder, plastic, legal size	50 piece		
23	TAPE, MASKING, width: 24mm (± 1 mm)	20 roll		
24	Toner, HP 1006	1 cart		
25	Toner, WF-C869, RT9731, Black	1 cart		
26	Toner, WF-C869, RT9732, Cyan	1 cart		
27	Toner, WF-C869, RT9733, Yellow	1 cart		
28	Toner, WF-C869, RT9734, Magenta	1 cart		
			TOTAL-----	

Printed Name/Signature

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

PhilGEPS Registration No.

Date