

Name of Project: Procurement of Organizational Chart (Board) at Vice Mayor's Office, Lingayen, Pangasinan  
ABC: P75,000.00

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 3, 2021. Late submission shall not be accepted.

**LARRY B. FLORES**

Municipal General Services officer

**IMPORTANT INSTRUCTIONS:**

- DELIVERY PERIOD IS THIRTY (30) 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	<b>Organizational chart (board) – for SB Secretariat</b> Specifications/Minimum Requirements: Size: 8 feet (W) x 4 feet (H) Materials: Plywood, 3 / 4, marine Border frame: 253 cm Good lumber Varnished paint	1 unit		
2	<b>Organizational chart (board) – for VM Office</b> Specifications/Minimum Requirements: Size: 8 feet (W) x 4 feet (H) Materials: Plywood, 3 / 4, marine Border frame: 253 cm Good lumber Varnished paint	1 unit		
3	<b>Bulletin board – for SBM Hall</b> Specifications/Minimum Requirements: Size: 41 cm(W) x 69 cm(H) Materials: Plywood, 3 / 4, marine Border frame: 253cm With stand, height:3 1 / 2 feet Varnished paint	1 unit		
			<b>TOTAL-----</b>	

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

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

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

\_\_\_\_\_  
Date