

Name of Project: Procurement of Supplies and Materials (Printed Forms) to be used for daily Operations at Municipal Assessor's Office, Lingayen, Pangasinan  
ABC: P40,150.00

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	RPT Order of Payment, legal size, black	7 pad		
2	Field Appraisal Sheet – Land, legal size, black	6 ream		
3	Field Appraisal Sheet – Building, legal size, black	8 ream		
4	Field Appraisal Sheet – Machineries, legal size, black	6 ream		
5	Zoning Certification for Business, legal size, black	6 ream		
6	Zoning Certification for Land Use, legal size, black	6 ream		
7	Zoning Evaluation Report, legal size, black	3 ream		
8	Locational Clearance/Certificate of Zoning Compliance, legal size	6 ream		
9	Affidavit (Annex C of HLURB Circular), legal size, black	6 ream		
10	Affidavit of Non-Objection, legal size, black	3 ream		
			<b>TOTAL-----</b>	

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

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

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

\_\_\_\_\_  
Date