

Republic of the Philippines
Municipality of Lingayen
Lingayen, Pangasinan

Name of Project: Procurement of various printed forms to be delivered at LCR Office, Lingayen, Pangasinan
ABC: P100,000.00

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 January 31, 2022. 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 ABSTRACT**

Item No.	ITEM & DESCRIPTION	QTY.	UNIT PRICE	TOTAL PRICE
1	Application for marriage license	12 pad		
2	Certificate of death	12 pads		
3	certificate of live birth	12 pads		
4	certificate of marriage	12 pads		
5	form no. 12 (record sheet)	5 pads		
6	medical certificate (RA 10172)	5 pads		
7	parents advice (form no. 6)	5 pads		
8	parents consent (form no. 8)	5 pads		
9	R.A> form No. 11.1 (certificate of finality)	11 pads		
10	RA form No. 8.1 (certificate of posting)	11 pads		
11	RA form no. 8.3 (notice of posting)	11 pads		
12	application for marriage license (fill-up sheet)	12 pads		
13	birth certificate (fill-up sheet)	12 pads		
14	claim stub for AML	12 pads		
15	death certificate (fill-up sheet)	12 pads		
16	payment slips (birth)	12 pads		
17	payment slip (death)	12 pads		
18	petition for CCE/CFN (fill up sheet)	12 pads		
19	Query form-birth(fill-up sheet)	12 pads		
20	Query form –marriage(fill-up sheet)	12 pads		
21	Query form – death(fill-up sheet)	12 pads		
22	requirements (RA 9048/RA 10172)	11 pads		
23	requirements (delayed registration)	12 pads		

24	requirement for application for marriage license	12 pads		
25	requirement for legitimation/acknowledgement26 schedule for marriage (fill up sheet)	10 pads 10 pads		
			TOTAL-----	

Printed Name/Signature

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

PhilGEPS Registration No.

Date