

Name of Project: Procurement of training supplies and materials for the formulation of 2022 Executive-Legislative Agenda (ELA) and Capacity Development (CapDev), Lingayen, Pangasinan
ABC: P200,000.00

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 June 20, 2022. Late submission shall not be accepted.

LARRY B. FLORES

Municipal GSO

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
	Training Kit			
1	Conference bag T-shirt with collar and print ID with case and lace Ballpen Pencil Writing notebook	60 set		
	Training supplies and materials			
2	Folder, legal, 100pcs/back	1 pack		
3	Folder, short, 100pcs/pack	1 pack		
4	Paper, Multi-copy, 80gsm, Letter, size: 216mm x 279mm	5 ream		
5	Paper, Multi-copy, Legal, 80gsm	5 ream		
6	Specialty paper, 10 sheets/pack	20 pack		
7	Printer ink (black, cyan, magenta, yellow)	2 set		
8	Correction tape, 5mmx8m	5 roll		
9	Stapler with remover	5 piece		
10	Stapler wire, standard	5 box		
11	Paper fastener, plastic, 25mm, 50s/box	5 box		
12	Ballpen, ballpoint, black	20 piece		
13	Pencil, 12pcs/box	2 box		
14	Pentel pen, fine, black	30 piece		
15	Envelope, legal size, brown, 100pcs/bundle	1 bundle		
16	Envelope, brown, A4 @ 100pcs/bundle	1 bundle		
17	Manila paper, 36"x48"	50 piece		

18	Cartolina, assorted colors, 12s	3 bundle		
19	Marker, whiteboard, black	10 piece		
20	Whiteboard eraser	2 piece		
21	Marker pen, fluorescent	10 piece		
22	Various materials for Team Building	1 lot		
23	Token for resource persons Plaque of appreciation Bag of goodies/ souvenir	10 lot		
			TOTAL-----	

Printed Name/Signature

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

PhilGEPS Registration No.

Date