

Name of Project: Procurement of Various Printed Forms for Office
Operations at LCR Office, Lingayen, Pangasinan
ABC: P75,340.00

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 September 20, 2021. Late submission shall not be accepted.

JOAN JUDE R. LOPEZ
Municipal Civil Registrar

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
1	Application for Marriage License	11 pads		
2	Certificate of Death	11 pads		
3	Certificate of Live Birth	11 pads		
4	Certificate of Marriage	11 pads		
5	Form No. 12 (Record Sheet)	5 pad		
6	Medical Certificate (RA 10172)	5 pad		
7	Parents Advice (Form No. 6)	5 pad		
8	Parents Consent (Form No. 8)	5 pad		
9	RA Form No. 11.1 (Certificate of Finality)	5 pad		
10	RA Form No. 8.1 (Certificate of Posting)	5 pad		
11	RA Form No. 8.3 (Notice for Posting)	5 pad		
12	Application for Marriage License (Fill-up sheet)	10 pad		
13	Birth Certificate (Fill-up sheet)	10 pad		
14	Claim Stub for AML	10 pad		
15	Death Certificate (Fill-up sheet)	10 pad		
16	Payment Slips (birth)	10 pad		
17	Payment Slips (death)	10 pad		
18	Petition for CCE/CFN (Fill-up sheet)	5 pad		
19	Query Form (birth) (Fill-up sheet)	10 pad		

20	Query Form (marriage) (Fill-up sheet)	10 pad		
21	Query Form (death) (Fill-up sheet)	10 pad		
22	Requirements (RA 9048/RA10172)	5 pad		
23	Requirements (Delayed Registration)	10 pad		
24	Requirements for Application for Marriage License	10 pad		
25	Requirements for Legitimation/Acknowledgement	6 pad		
	Schedule for Marriage (Fill up sheet)	7 pad		
			TOTAL-----	

Printed Name/Signature

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

PhilGEPS Registration No.

Date