



Republic of the Philippines  
City of Tagbilaran  
City Hall, Tagbilaran City, 6300 Bohol

## **REQUEST FOR QUOTATION**

### **Procurement of Goods [Supplies for the Ladderized GIS Training]**

The City Government of Tagbilaran, through the **Appropriation Ordinance No. 17-08 for FY 2018**, intends to apply the sum of **Four Thousand Five Hundred Pesos only (Php4,500.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for **Quotation No. 1811-406**. Quotations from suppliers received in excess of the ABC shall be automatically rejected.

The City Government of Tagbilaran now invites suppliers to quote for **2 reams Bondpaper A3; 3 reams Bondpaper long; 3 reams Bondpaper short; 75 pcs. Ballpen and 75 pcs. Notebook 40 leaves** for the **OCPDC, Tagbilaran City**. Delivery of the Goods is required within **10 Calendar Days** after receipt of Purchase Order. Suppliers should have completed, within 24 months from the date of submission and receipt of quotations, a contract similar to the Project. The description of an eligible supplier is contained in the Bidding Documents, particularly, in Section 11, Instruction to Bidders.

Quotation for Goods will be conducted through open competitive procedures as specified in the Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the "Government Procurement Reform Act".

Quotation for the Goods is open to all interested suppliers, whether local or foreign, subject to the conditions for eligibility provided in the IRR of RA 9184.

Interested suppliers may obtain further information from the City Government of Tagbilaran at the address given below during 8:00 AM - 5:00 PM Monday to Friday only except holidays.

A set of Request for Quotation be purchased by interested Suppliers on **November 8 - 15, 2018** from the address below and upon payment of a non-refundable fee in the amount of **P150.00**.

Quotations must be delivered to the address below on or before **November 15, 2018 at 12:00 PM.**

Request for Quotations will be opened and the lowest quotation for the goods will be awarded the supply of the goods to be procured at the BAC Office, CEO, Tagbilaran City. Late quotations shall not be accepted.

The City Government of Tagbilaran reserves the right to accept or reject any quotations, to annul the awarding process and to reject all quotations at any time prior to contract award, without thereby incurring any liability to the affected suppliers.

  
CATHELYN O. TORREMOCHA  
BAC Chairman

City Government of Tagbilaran  
Standard Form Number : SF-GOOD-60  
Revised on: May 24, 2004  
Standard Form Title: Request for Quotation

PR NO. 18-11-586  
Procurement of Goods  
Supplies for the Ladderized GIS Training  
Office: OCPDC  
ABC: P4,500.00  
Date : November 7, 2018  
Quotation No. 1811-406

Company Name: \_\_\_\_\_  
Address : \_\_\_\_\_

**REQUEST FOR QUOTATION**

Please quote your lowest price on the item/s listed below, subject to the General Conditions on the last page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than November 15, 2018 at 12:00PM.

  
\_\_\_\_\_  
**CATHELYN O. TORREMOCHA**  
Procurement Officer

- NOTE: 1 ALL ENTRIES MUST BE TYPEWRITTEN IF POSSIBLE  
2 QUOTATIONS WITH ERASURES WILL BE DULY INITIALLED  
3 DELIVERY PERIOD WITHIN **10 Calendar Days** AFTER RECEIPT OF P.O.  
4 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  
5 PRICE VALIDITY SHALL BE FOR A PERIOD OF **60 CALENDAR DAYS**  
6 **OMNIBUS STATEMENT, VALID MAYOR'S PERMIT, BIR CERTIFICATE OF REGISTRATION, CURRENT INCOME TAX RETURN and VALID PHILGEPS REGISTRATION CERTIFICATE (Platinum)** SHALL BE ATTACHED UPON SUBMISSION OF THE QUOTATION  
7 SUBJECT TO SUBMISSION OF LEGAL DOCUMENTS FOR THE DETERMINATION OF TECHNICAL, LEGAL, AND FINANCIAL CAPABILITY OF SUPPLIER  
8 SUBJECT TO REVIEW BY THE COMMISSION ON AUDIT AND IF EVER FOUND TO BE OVERPRICED, YOU ARE BOUND TO REFUND THE AMOUNT SAID TO BE EXCESSIVE.

ITEM NO.	ITEM AND DESCRIPTION	BRAND	QTY	UNIT	UNIT Price	TOTAL COST
1	Bondpaper - A3		2	reams		
2	Bondpaper - long		3	reams		
3	Bondpaper - short		3	reams		
4	Ballpen		75	pcs		
5	Notebook - 40 leaves		75	pcs		
	XXX					
	TOTAL					

Delivery Period : \_\_\_\_\_  
Warranty : \_\_\_\_\_  
Price Validity : \_\_\_\_\_

After having carefully read and accepted your General Condition, I/We quote you on the item at prices noted above.

\_\_\_\_\_  
Signature Over Printed Name  
Tel. No. : \_\_\_\_\_  
Cell No. : \_\_\_\_\_  
Email Add. : \_\_\_\_\_  
Date : \_\_\_\_\_