



Republic of the Philippines  
Province of Bataan  
MUNICIPALITY OF ORION



**OFFICE OF THE BIDS AND AWARDS COMMITTEE**

**REQUEST FOR QUOTATION (RFQ)**

The Municipality of Orion, through its Bids and Awards Committee will undertake an Alternative Method of Procurement – Small Value Procurement for the **“Purchase and Delivery of 2<sup>nd</sup> Quarter Office Supplies for Various Department of Orion Municipality”**, in accordance with Section 53.9 of the Revised Implementing Rules and Regulations of Republic Act No. 9184.

Solicitation Number	<b>22RFQ-02-G-0053</b>
Title	<b>Purchase and Delivery of 2nd Quarter Office Supplies for Various Department of Orion Municipality</b>
Approved Budget for Contract (ABC)	Php 138,524.00
Publication Date	July 1-5, 2022
Deadline for Submission of Quotation	July 5, 2022 10:30am
Delivery Period	Thirty (30) Days
Description	Purchase and Delivery of 2nd Quarter Office Supplies for Various Department of Orion Municipality

**TERMS AND CONDITIONS**

1. Qualified contractors are required to submit their valid **(a) 2022 Mayor’s Permit, (b) BIR Registration Certificate (Form 2303), (c) DTI or SEC Registration (d) Price Quotation Form (Annex “A”)**.
2. Submission of sealed or open quotation/s and eligibility documents is on or before **10:30am on July 5, 2022** at **BAC Secretariat, 2<sup>nd</sup> Floor Municipal Building, San Vicente, Orion, Bataan**. Open submission may be submitted directly to the BAC Secretariat.
3. Quotations shall be inclusive of all direct and indirect costs, as well as all applicable government mandated fees, those exceeding the Approved Budget for the Contract (ABC) shall be automatically disqualified.
4. BAC reserves the right to reject any or all Quotations, to waive any minor defects therein, to annul the procurement process, to reject all Quotations at any time prior to the contract award, without thereby incurring any liability to the affected Bidder(s), and to accept only the offer that is most advantageous to the Government.
5. BAC assumes no responsibility whatsoever to compensate or indemnify Bidders for any expenses incurred in the preparation of their Quotation.
6. Suppliers who use this form should appear on the PhilGEPS RFQ Document Request List.
7. All interested bidders must submit the standard form of Price Quotation and Detailed Estimates issued by the BAC Secretariat. Failure to comply may result to disqualification of the quotation. For inquiry, you may contact us at **tel. no. (047) 244-9611 to 13 local 101**.

For further information, please refer to

EnP. ANDRES R. AVORQUE  
BAC Chairman  
Municipality of Orion

**PRICE QUOTATION FORM**Solicitation No.: **22RFQ-02-G-0053**

Date: \_\_\_\_\_

**TO :** **THE BIDS AND AWARDS COMMITTEE**  
 2<sup>nd</sup> Floor Municipal Hall,  
 San Vicente, Orion, Bataan

Sir/Madam,

After having carefully read and accepted the terms and conditions stipulated in the Request for Quotation with solicitation number **22RFQ-02-G-0053**, hereunder is our financial proposal inclusive with VAT and other incidental costs for the subject procurement identified below:

<b>ITEM No.</b>	<b>ITEM AND DESCRIPTION</b>	<b>QTY</b>	<b>UNIT PRICE</b>	<b>TOTAL PRICE</b>
	BOOKPAPER, SHORT (80 GSM)	60 ream		
	FOLDER LONG	297 pc		
	FOLDER SHORT	112 pc		
	SLIDING FOLDER (LONG)	95 pc		
	FOLDER EXPANDED LONG (GREEN)	167 pc		
	ENVELOPE EXPANDED (LONG)	30 pc		
	BROWN ENVELOPE LONG ORDINARY	240 pc		
	BALLPEN BLACK 0.5mm	35 box		
	LAMINATING POUCH A4	1 ream		
	TRANSPARENT TAPE 1"	112 roll		
	PACKING TAPE 2"	23 roll		
	WHITE BOARD MARKER BLACK	36 pc		
	PAPER CLIP LARGE	27 box		
	FASTENER	12 box		
	WHITE MAILING ENVELOPE LONG 100's WHITE	7 box		
	MAILING ENVELOPE SHORT 100'S	2 box		
	HIGHLIGHTER PEN	28 pc		
	STAPLER WIRE #35	31 box		
	MAGAZINE FILE BOX SINGLE	46 pc		
	BINDER CLIP 1"	11 box		
	RUBBER BAND BIG	14 box		
	LEVER ARCH FILE (TOP CLIP) LONG	10 pc		
	SPECIALTY BOARD PAPER 200GSM WHITE	14 ream		
	CARBON PAPER LONG 50'S	4 pack		
	PHOTOSTICKER A4 (MATTE)	10 pack		
	PHOTOPAPER A4 (MATTE)	58 pack		
	PHOTOPAPER A4 (GLOSSY)	5 pack		

	ALCOHOL 3.7L 70% SOL.	33 gal		
	STAMP PAD INK (BLACK)	10 bot		
	EPSON INK 003 (BLACK)	29 bot		
	EPSON INK 664 (BLACK)	18 bot		
	EPSON INK 001 (BLACK)	1 bot		
	EPSON INK 003 (4/COLORS)	24 set		
	EPSON INK 664 (4/COLORS)	12 set		
	EPSON INK 001 COLORED (3/COLORS)	1 set		
<b>TOTAL</b>				

*Note: Quoted price is valid thirty (30) days from the date of deadline of submission,*

**PLEASE WRITE TOTAL BID AMOUNT QUOTATION IN WORDS:**



We undertake, if our Quotation or bid is accepted, to accomplish the procurement project within **Fourteen (14) working days** from the receipt of **Purchase Order (PO) or Notice of Award (NOA)**.

The above-quoted price is inclusive of all cost and applicable taxes.

**AUTHORIZED REPRESENTATIVE**

Signature : \_\_\_\_\_  
 Printed Name : \_\_\_\_\_  
 Date : \_\_\_\_\_  
 Company Name : \_\_\_\_\_  
 Company Address : \_\_\_\_\_  
 \_\_\_\_\_  
 Contact Details : \_\_\_\_\_