



Republic of the Philippines  
MUNICIPALITY OF ORION  
Province of Bataan

**Bids and Awards Committee**

Secretariat Office, 2<sup>nd</sup> Floor Municipal Building, San  
Vicente, Orion, Bataan Telephone No. 244-9611



**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 Cleaning Supplies and Materials for Various Departments/Offices of Municipality of Orion”**, in accordance with Section 53.9 of the Revised Implementing Rules and Regulations of Republic Act No. 9184.

Solicitation Number	<b>23RFQ-01-G-014</b>
Title	<b>Purchase and Delivery of Cleaning Supplies and Materials for Various Departments/Offices of Municipality of Orion</b>
Approved Budget for Contract (ABC)	Php 76,190.00
Publication Date	March 23-27, 2023
Deadline for Submission of Quotation	March 27, 2023 (10:30am)
Delivery Period	Fourteen (14) Days
Description	Purchase and Delivery of Cleaning Supplies and Materials for Various Departments/Offices of Municipality of Orion

**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 March 27, 2023** 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.: **23RFQ-01-G-014**

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 **23RFQ-01-G-014**, hereunder is our financial proposal inclusive with VAT and other incidental costs for the subject procurement identified below:

ITEM No.	ITEM AND DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
	TRASH BAG	40 pack		
	TISSUE ROLL 12'S	25 pack		
	ALCOHOL, ETHYL 70%	29 gal		
	DISINFECTANT SPRAY	18 can		
	AIR FRESHENER	22 can		
	INSECTICIED SPRAY (500ML)	22 can		
	DETERGENT POWDER (SMALL)	230 pack		
	BLEACH LIQUID (500ML)	84 bottle		
	SOFTBROOM (WALIS TAMBO)	6 pc		
	BROOM (WALIS TINGTING)	20 pc		
	SOAP BAR (60G)	40 sachet		
	DISH DRAINER WITH COVER	1 pc		
	GARBAGE BIN (150L)	1 pc		
	LIQUID DODA (500ML)	10 bottle		
	TOILET DEODORIZER 100G	30 pc		
	MURIATIC ACID (250ML)	15 bottle		
	WIDE FLAT FLOOR MOP (HEAVY DUTY)	3 pc		
<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 : \_\_\_\_\_