



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 2nd Quarter Office Supplies for Municipality of Orion**”, in accordance with Section 53.9 of the Revised Implementing Rules and Regulations of Republic Act No. 9184.

Solicitation Number	23RFQ-02-G-031
Title	Purchase and Delivery of 2nd Quarter Office Supplies for Municipality of Orion
Approved Budget for Contract (ABC)	Php 187,135.00
Publication Date	May 16-19, 2023
Deadline for Submission of Quotation	May 19, 2023 10:00am
Delivery Period	Thirty (30) Days
Description	Purchase and Delivery of 2nd Quarter Office Supplies for 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 **10:00am on May 19, 2023 at BAC Secretariat, 2nd 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