



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 “**Food for District Meet 2023**”, in accordance with Section 53.9 of the Revised Implementing Rules and Regulations of Republic Act No. 9184.

Solicitation Number	23RFQ-04-G-0003
Title	Purchase of 4th Quarter Office Supplies
Approved Budget for Contract (ABC)	Php 123,892.00
Publication Date	November 22-28, 2023
Deadline for Submission of Quotation	November 28, 2023 10:30am
Delivery Period	Seven (7) Days
Description	Purchase of 4th Quarter Office Supplies

TERMS AND CONDITIONS

1. Qualified contractors are required to submit their valid (a) **2023 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 November 28, 2023** at **BAC Secretariat, 2nd Floor MDRRMO Building, Sto. Domingo, 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-04-G-0003**

Date: _____

TO : **THE BIDS AND AWARDS COMMITTEE**
2nd 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-04-G-0003**, hereunder is our financial proposal inclusive with VAT and other incidental costs for the subject procurement identified below:

ITEM No.	ITEM AND DESCRIPTION	UNIT	QTY	UNIT PRICE	TOTAL PRICE
1.	PAPER MULTICOPY, 80 GSM (SHORT)	REAM	58		
2.	PAPER MULTICOPY, 80 GSM (A4)	REAM	63		
3.	PAPER MULTICOPY, 80 GSM (LEGAL)	REAM	168		
4.	FOLDER WITH TAB, LEGAL	PC	225		
5.	FOLDER EXPANDED LONG (GREEN)	PC	131		
6.	ENVELOPE, EXPANDED (LONG)	PC	110		
7.	ENVELOPE, BROWN (LONG)	PC	270		
8.	SIGN PEN 0.7mm (BLACK)	PC	104		
9.	SIGN PEN 0.7mm (BLUE)	PC	6		
10.	BALLPEN BLACK 0.5mm	BOX	34		
11.	PENCIL	BOX	9		
12.	MARKER, PERMANENT	PC	12		
13.	CORRECTION TAPE, BIG	PC	84		
14.	FASTENER, PLASTIC	BOX	10		
15.	FASTENER, PLASTIC (LONG)	BOX	2		
16.	TAPE. TRANSPARENT, 24mm	PC	41		
17.	TAPE, TRANSPARENT, 48mm	PC	11		
18.	TAPE. MASKING, 24MM	PC	17		
19.	PAPER CLIP, VINYL/PLASTIC COATED, 33MM	BOX	9		
20.	PAPER CLIP, VINYL/PLASTIC COATED, 50MM	BOX	12		
21.	STAPLE WIRE, STANDARD	BOX	24		
22.	BOARD PAPER 200GSM (LONG/WHITE)	PACK	20		
23.	PHOTOPAPER A4 (GLOSSY)	PACK	46		
24.	PHOTOPAPER A4 (MATTE)	PACK	6		
25.	EPSON INK 003	SET	16		
26.	EPSON INK 003 (BLACK)	PC	10		
27.	EPSON INK 003 (MAGENTA)	PC	3		
28.	EPSON INK 003 (YELLOW)	PC	2		
29.	CARBON PAPER LONG	PACK	2		
30.	SCISSOR	PC	10		
				TOTAL	

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 **Seven (7) 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 : _____