



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 1st 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	24RFQ-01-CS-002
Title	Purchase and Delivery of 1st Quarter Office Supplies for Municipality of Orion
Approved Budget for Contract (ABC)	Php 187,860.50
Publication Date	January 26, 2024 to January 30, 2024
Deadline for Submission of Quotation	January 30, 2024 (10:30am)
Delivery Period	Thirty (30) Days
Description	Purchase and Delivery of 1st Quarter Office Supplies for Municipality of Orion

TERMS AND CONDITIONS

1. Qualified contractors are required to submit their valid **(a) 2024 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 January 30, 2024** at **BAC Secretariat, Government Center, Camino Road, 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 FORMSolicitation No.: **24RFQ-01-CS-002**

Date: _____

TO : THE BIDS AND AWARDS COMMITTEE
 Government Center,
 Sto. Domingo, Orion, Bataan

Sir/Madam,

After having carefully read and accepted the terms and conditions stipulated in the Request for Quotation with solicitation number **24RFQ-01-CS-002**, hereunder is our financial proposal inclusive with VAT and other incidental costs for the subject procurement identified below:

Item Number	Item and Description	Quantity	Total
1	Paper Multicopy, 80 GSM (Short)	78 reams	
2	Paper Multicopy, 80 GSM (A4)	87 reams	
3	Paper Multicopy, 80 GSM (Legal)	145 reams	
4	Folder Expanded Long (Green)	231 pcs	
5	Envelope, Expanded (Long)	142 pcs	
6	Envelope, Brown (Long)	585 pcs	
7	White Mailing Envelope (Long)	5 boxes	
8	Sign Pen 0.77 mm (Black)	105 pcs	
9	Sign Pen 0.77 mm (Blue)	6 pcs	
10	Ballpen Black 0.5mm	34.5 boxes	
11	Pencil	9 boxes	
12	Marker, Permanent (Black)	27 pcs	
13	Marker, Whiteboard (Black)	12 pcs	
14	Correction Tape (Big)	83 pcs	
15	Columnar Book 6 Columns	15 pcs	
16	Fastener, Plastic	11 boxes	
17	Tape Transparent (24mm)	31 pcs	
18	Tape Transparent (48mm)	5 pcs	

Item Number	Item and Description	Quantity	Total
19	Tape Masking (24mm)	23 pcs	
20	Push Pin	4 packs	
21	Paper Clip (Vinyl/ Plastic Coated, 33mm)	3 boxes	
22	Stapler Standard	4 pcs	
23	Staple Wire Standard #35	11 boxes	
24	Stamp Pad ink (Purple)	12 pcs	
25	Rubber Band (Small)	18 boxes	
26	Photopaper A4 (Glossy)	29 packs	
27	Photopaper A4 (Matte)	55 packs	
28	Puncher 2 holes	6 pcs	
29	Record Book (500 Pages)	25 pcs	
30	Record Book (300 Pages)	11 pcs	
31	Level Arch File PVC, Top Clip (Long)	20 pcs	
32	Epson Ink 003	45 sets	
33	Epson Ink 003 (Black)	36 pcs	
34	Glue, Liquid 240ml	13 pcs	
35	Scissor	18 pcs	
36	Sticky Note 3x3	28 pads	
37	Magazine File Box (Single)	79 pcs	

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 **Fifteen (15) 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 : _____