



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	<b>24RFQ-01-G-014</b>
Title	<b>Purchase and Delivery of 2nd Quarter Office Supplies for Municipality of Orion</b>
Approved Budget for Contract (ABC)	Php 81,470.00
Publication Date	April 30, 2024 - May 10, 2024
Deadline for Submission of Quotation	May 10, 2024 (2:00 pm)
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) 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 **2:00 pm on May 10, 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 FORM**

Solicitation No.: 24RFQ-01-G-014

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

<b>Item Number</b>	<b>Item and Description</b>	<b>Quantity</b>	<b>Unit</b>	<b>Unit Cost</b>	<b>Total</b>
1	Paper Multicopy, 80 GSM (Short)	80	REAMS		
2	Folder Expanded Long (Green)	111	PCS		
3	Sign Pen 0.77 mm (Black)	163	PCS		
4	Sign Pen 0.77 mm (Blue)	12	PCS		
5	Ballpen Black 0.5mm	45	BOX		
6	Ballpen Red 0.5mm	6	BOX		
7	Highlighter Pen	24	PCS		
8	Pencil	9	BOX		
9	Marker, Permanent (Black)	33	PCS		
10	Marker, Whiteboard (Black)	17	PCS		
11	Carbon Paper, Long	2	PAD		
12	Clip, Backfold, 24 mm	23	BOX		
13	Fastener, Plastic	3	BOX		
14	Fastener, Plastic, Long/Wide	1	BOX		
15	Tape Transparent (48mm)	14	PCS		
16	Tape Transparent (24mm)	25	PCS		
17	Paper Clip (Vinyl/ Plastic Coated, 33mm)	7	BOX		
18	Specialty Board Paper, Long	5	PACK		
19	Staple Wire Standard #35	34	BOX		
20	Rubber Band (BIG)	10	BOX		
21	Photopaper A4 (Glossy)	46	PACK		
22	Photopaper A4 (Matte)	106	PACK		
23	Level Arch File PVC, Top Clip (Long)	20	PCS		
24	Epson Ink 003	10	SET		

<b>Item Number</b>	<b>Item and Description</b>	<b>Quantity</b>	<b>Unit</b>	<b>Unit Cost</b>	<b>Total</b>
25	Epson Ink 003 (Black)	29	PCS		
26	Glue, Liquid 240ml	8	PCS		
27	Sticky Note 3x3	5	PAD		
28	Magazine File Box (Single)	70	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 : \_\_\_\_\_  
 \_\_\_\_\_