



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
Regional Office 02
Regional Government Center, Carig Sur, Tuguegarao City, Cagayan
Tel. No.: 078.304.5378/304.1978/304-7378, Fax No. : 078.304.9345

REQUEST FOR QUOTATION
30 July 2018

PROCUREMENT NAME : Purchase of Laptops, External Drives and Extension Wire to be used during the Orientation and Training Roll-Out on Strengthening Local Anti-Drug Abuse Councils

APPROVED BUDGET : **₱130,000.00**
FOR THE CONTRACT : **(₱110,000.00 – Laptop; ₱20,000.00 – External Drives & Extension Wire)**

Contractor's Name : _____
Address : _____

INSTRUCTIONS

1. Please quote your best offer for the items listed in the attached Canvass form.
2. Submit sealed quotation duly signed by you or your authorized representative at DILG Regional Office No. 02, Regional Government Center, Carig Sur, Tuguegarao City, Cagayan thru the BAC Secretariat **not later than August 3, 2018 at 8:00am** together with the following documentary requirements:
 - a. Mayor's/Business Permit;
 - b. PhilGEPS Registration Number;
 - c. Income/Business Tax Return
 - d. Omnibus Sworn Statement.

For any clarification, you may contact Ms. Magdalena C. Oranda, Chairperson of the BAC Secretariat at (078) 304-7378/1978.


DIGNA R. HERRERA
BAC Chairperson



DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

Standard Form Number:SF-GOOD-60
 Revised on May 24, 2004
 Standard Form Title: Request for Quotation

July 30,2018

Supplier/Contractor: _____
 LBP Account No.: _____
 TIN: _____

Please quote your lowest price on the items listed below, subject to the General Conditions on the last page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than **August 3,2018**


DIGNA R. HERRERA
 BAC Chairperson

- NOTE:
1. ALL ENTRIES MUST BE TYPEWRITTEN / WRITTEN IN INK
 2. DELIVERY PERIOD WITHIN _____ CALENDAR DAYS
 3. WARRANTY SHALL BE FOR A PERIOD OF SIX (6) MONTHS FOR SUPPLIES & MATERIALS
 ONE (1) YEAR FOR EQUIPMENT, FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY
 4. PRICE VALIDITY SHALL BE FOR A PERIOD OF _____ CALENDAR DAYS
 5. G-EPS REGISTRATION CERTIFICATE SHALL BE ATTACHED UPON SUBMISSION OF THE QUOTATION
 6. BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCTS BEING OFFERED
 7. ALL BIDS SHALL BE SUBMITTED IN SEALED ENVELOPE DULY SIGNED/INITIALED BY THE BIDDER/SUPPLIER
 8. PLEASE SPECIFY IF VAT OR NON-VAT
 9. INDICATE TAX IDENTIFICATION NUMBER IN THE CANVASS FORM
 10. IF LEASE TO OWN CONTRACT AT LEAST THREE EQUAL MONTHLY INSTALLMENT

ITEM No.	ITEM AND DESCRIPTION	QTY	UNIT	UNIT PRICE
1	Laptop	2		
2	External Drive	3		
3	Extension Wire 5 meters	5		
	x-x-x-x-x-x-x-x-x			
	Pls See attached for specifications			
	ABC Laptop			110,000.00
	ABC External Drive & Extension Wire			20,000.00
	To be used for the orientation and training roll out on Strengthening of Local Anti Drug Abuse Council			

Brand and Model : _____
 Delivery Period : _____
 Warranty : _____
 Price Validity : _____

AFTER HAVING CAREFULLY READ AND ACCEPTED YOUR GENERAL CONDITIONS, I/WE QUOTE YOU ON THE ITEM AT PRICES NOTED ABOVE

 Signature of Canvasser

 Date

 Printed Name/Signature

 Tel No./Cellphone No.
 e-mail address

 Date