



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
27 December 2018

PROCUREMENT NAME: **Provision of labor for the general cleaning and replacement of defective parts of all airconditioning units at the Regional Office**

APPROVED BUDGET : P 30,000.00

Supplier/Contractor : _____
Address : _____

INSTRUCTIONS

1. Please quote your best offer for the items listed in the attached Canvass.
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 31 December 2018 at 10:00 AM** together with the following documentary requirements:
 - a. Mayor's / Business Permit;
 - b. PhilGEPS Registration Number
 - c. Income/Business Tax Return
 - d. Omnibus Sworn of Statement
 - e. S Curve and Project Implementation Plan
 - f. PCAB License and Registration

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

Handwritten signature of Lorna M. Durwin in black ink.

LORNA M. DURWIN
BAC Vice Chairperson



DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
Regional Office No. 02, RGC, Carig Sur, Tuguegarao City, Cagayan

CANVASS FORM

December 27, 2018

Date

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 **December 31, 2018** in the return envelope attached herewith.

LORNA M. DURWIN
 BAC Vice Chairperson

NOTE TO SUPPLIER/CONTRACTOR:

1. ALL ENTRIES MUST BE TYPEWRITTEN / WRITTEN IN INK
2. DELIVERY PERIOD WITHIN SEVEN (7) CALENDAR DAYS
3. WARRANTY SHALL BE FOR A PERIOD OF AT LEAST 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. INDICATE PHILGEPS REGISTRATION NUMBER: _____
6. BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING SPECIFICATIONS 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. IF LEASE TO OWN, CONTRACT IS AT LEAST THREE EQUAL MONTHLY INSTALLMENTS

ITEM No.	ITEM AND DESCRIPTION	QTY	UNIT	UNIT PRICE
	Provision of labor for the general cleaning and replacement of defective parts of all airconditioning units of the Regional Office as follows:			
	1. Window Type			
	2. Split Type			
	3. Box Type			
	x-x-x-x-x-x-x-x			
	ABC Php 30,000.00			
	Purpose: For the 1st Semester of CY 2019			

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

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

Printed Name/Signature

Signature of Canvasser

Tel No./Cellphone No.:

e-mail address :

Date

Date