



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

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**REQUEST FOR QUOTATION**

November 4, 2019

Procurement Name : Procurement of ~~supplies~~ for 4th Quarter Regular Supplies  
Approved Budget for the Contract : ₱81,102.80  
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. 2, Regional Government Center, Carig Sur, Tuguegarao City, Cagayan thru the BAC Secretariat not later than November 11, 2019 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 Statement.

For any clarification, you may contact Ms. Arianne Bennevic B. Batugal, Chairperson of the BAC Secretariat at (078) 304-7378/1978.

A handwritten signature in blue ink, appearing to read "Digna R. Herrera", is written over a horizontal line.

DIGNA R. HERRERA  
BAC Chairperson



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**CANVASS FORM**

November 4, 2019  
 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 November 11, 2019 in the return envelope attached herewith.

*(Signature)*  
**DIGNA R. HERRERA**  
 BAC 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
1	Epson Ink Refill 003, CYM	10	set	
2	Epson Ink Refill 003, Black	25	bot	
3	Battery, AAA, 4s/pack	5	pack	
4	Battery, AA, 4s/pack	5	pack	
5	Binder Clip, 3/4"	15	box	
6	Binder Clip, 1"	8	box	
7	Correction Tape	100	pc	
8	DVD-RW, 50s/pack	1	pack	
9	Mailing Envelope	5	box	
10	Kraft Envelope, A4, 50s/bundle	3	bundle	
11	Kraft Envelope, Long, 50s/bundle	4	bundle	
12	Expanding Envelope, 100s/box	1	box	
13	Whiteboard eraser, felt	5	pc	
14	File folder, legal, 100s/pack	2	pack	
15	Pressboard folder, 100s/box	3	box	
16	Looseleaf folder, 50s/bundle	1	bundle	
17	Fastener	30	box	
18	Pencil, 12s/box	5	box	
19	Smyth sewn, high quality record book, 150 pages	10	pc	
20	Smyth sewn, high quality record book, 300 pages	5	pc	
21	Smyth sewn, high quality record book, 500 pages	5	pc	
22	Sticky note, 2"x3"	50	pad	
23	Sticky note, 3"x3"	50	pad	
24	Stamp pad	2	pc	
25	Staple wire	7	box	
26	Detergent Powder, 1kg/pack	10	packs	
27	Fabric Conditioner, 3.78L/bottle	10	bottle	
28	Rags	15	kg	
29	Tissue, 12s/pack	30	packs	
30	Doormat	50	pc	
31	Toilet and Bowl Cleaner, 3.78L/bottle	3	bottle	
32	Bath soap, 135g	10	pc	
33	Nylon twine	5	rolls	
	X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X			
<b>ABC: ₱81,102.80</b>				
<b>Purpose: 4th Quarter Regular Supplies</b>				

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