



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**

November 5, 2019

Procurement Name : Procurement of cabinet for the use of ORD/RPMO  
Approved Budget for the Contract : ₱84,000.00  
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.

**CATHERINE G. ALLAM-MIRANDA**

Alternate BAC Vice Chairperson



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CANVASS FORM

November 5, 2019

Date

Supplier/Contractor:

LBP Account No. :

T I N :

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.

CATHERINE G. ALLAM-MIRANDA
Alternate 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

Table with 5 columns: ITEM No., ITEM AND DESCRIPTION, QTY, UNIT, UNIT PRICE. Row 1: 1, Steel Cabinet, 7, pc.

ABC: P84,000.00

Purpose: For the use of ORD/RPMO

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

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

Signature of Canvasser

Date

Signature Over Printed Name of Bidder

Tel No./Cellphone No.:

e-mail address :

Date