



Republic of the Philippines
MUNICIPAL GOVERNMENT OF TERESA
Rizal Province
Municipal Hall, Corazon C. Aquino Avenue, Barangay Poblacion
Teresa, Rizal 1880
MayorsOfficeTeresaRizal@gmail.com
PLDT No. (02) 8250.6800

BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION (Reference No: 100-2408-1043)

The Municipality of Teresa through its Bids and Awards Committee, will undertake the **Office Consumables for BPLS Office** for the item/s stated below, in accordance with **Section 53.5 – Small Value Procurement** of the Revised Implementing Rules and Regulations of Republic Act No. 9184.

DESCRIPTION	APPROVED BUDGET OF CONTRACT Inclusive of VAT
Office Consumables for BPLS Office	P 57,500.00

Award of Contract shall be made to the bidder with the lowest quotation for the subject item (s) which comply with the minimum technical specifications and other terms and conditions stated herein.

DOCUMENTS FOR SUBMISSION

1. Valid and current Mayor's Permit (certified true copy)
2. PhilGEPS Registration Number
3. Tax Clearance
4. Omnibus Sworn Statement

Quotations/ proposals and documentary requirements may be placed in sealed envelope and must be delivered/ submitted to the address below on or before August 20, 2024 at 12:00NN. Late proposals shall not accept.

Please quote your lowest net price to the government taxes/ VAT included, stating the terms of payment and the shortest time of delivery of the items per specifications indicated above and furnishing description, brochures, catalog and/or literature, if available. In case you are the exclusive manufacturer/ distributor/ dealer in the locality, state so in your quotation.

NOTE: Please submit quotation (HARD COPY) and required documents in a **SEALED ENVELOPE** to:

BIDS AND AWARDS COMMITTEE

Municipal Government of Teresa, Rizal

Municipal Hall, Corazon C. Aquino Avenue, Barangay Poblacion
Teresa, Rizal 1880

The BAC reserved the right to accept or reject any quotations/ proposals, and to annul the procurement process and reject all quotations/proposals at any time prior to Contract Award, without thereby incurring any liability to the affected bidder or bidders. Municipality of Teresa- BAC also reserves the right to waive any required formality in the proposals received and select the proposal which it determines to be the most advantageous to the government.

For further information, please refer to:

Sherylene Villarin

BAC Secretariat

PLDT No. (02) 8250.6800 loc 518

Email: sherylenevillarin26@gmail.com

(SIGNED)

ATTY. CHERYL P. ANN

Chairperson, Bids and Awards Committee

Annex A

PRICE QUOTATION FORM

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the item/s as follows:

5	box	CS-2 Card Printer Ribbon Pack
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Amount in Words: _____

The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

Name/ Signature of Representative

Name of Company:
Contact No.