



Request for Quotation (RFQ)

Procurement Title: **PROCUREMENT OF VARIOUS TARPAULINS, STICKER AND SINTRA BOARDS FOR VARIOUS EVENTS AND PROGRAMS OF THE CITY**

PR No. : **2024-03861-18**

Solicitation No. : **078-4N-24**

PR Date : **04 March, 2024**

Philgeps Reference No. : **10667385**

Approved Budget for the Contract: **₱289,370.40**

Please quote your lowest price on the item/s listed described below or in the attached Purchase Request (PR) subject to the General Terms and Conditions Stated herein, submit filled out quotation duly signed by you or your duly authorized representative not later than March 20, 2024, 1:00 PM at the Bids and Awards Committee Office, 2nd Floor, City Hall Complex, A.B. Fernandez Ave., Dagupan City 2400 Pangasinan.

ATTY. AURORA E. VALLE
BAC Chairman

GENERAL TERMS AND CONDITIONS:

1. Warranty shall be for a minimum period of three (3) months for expendable components, one (1) year for non-expendable components, from date of acceptance by the City Government of Dagupan.
2. Price validity shall be for a period of thirty (30) calendar days counted form date of quotation.
3. Price quotation shall be inclusive of all costs and applicable taxes.
4. Delivery period upon receipt of Purchase Order (P.O.)
5. Amount of bid docs to be paid ₱ 500.00.
6. PhilGEPS REGISTRATION/ CERTIFICATE, MAYOR'S/ BUSINESS PERMIT, TAX REGISTRATION, SEC or DTI. Shall be attached upon submission of quotation.
7. Latest income/business tax return shall be attached upon submission of quotation if ABC is above Php 500,000.00
8. A notarized omnibus sworn statement (GPPB-prescribed format) shall be attached upon submission of quotation if ABC is above Php50,000.00
9. Bidders shall submit original brochures showing certifications of the product being offered. (if applicable)
10. **ANY ALTERATIONS AND/OR ERASURES SHALL BE COUNTER-SIGNED BY THE BIDDER OR HIS/HER DULY AUTHORIZED REPRESENTATIVE. BIDS WITH ALTERATIONS AND/OR ERASURES THAT ARE NOT COUNTER-SIGNED SHALL BE REJECTED.**

COMPANY NAME : _____
ADDRESS : _____
PHILGEPS REGISTRATION No. : _____

Valid Until: _____

QTY	UNIT	ITEM DESCRIPTION	UNIT COST	APPROVED BUDGET FOR THE CONTRACT	QUOTATION/ OFFER AMOUNT	
					UNIT PRICE	TOTAL AMOUNT
2	pcs	Sintra Board 8x8				
1	pc	Sintra Board 57.5cm x 57.5cm				
1	pc	Sticker 21.5x4.41 inches				
1	pc	Tarpaulin 5x8 meters				
2	pcs	Tarpaulin 20X10				
1	pc	Tarpaulin 15x10				
2	pcs	Tarpaulin 15x4				
2	pcs	Tarpaulin 15x3				
1	pc	Tarpaulin 12x10				
1	pc	Tarpaulin 12x9				
6	pcs	Tarpaulin 12x8				
2	pcs	Tarpaulin 12x7				
7	pcs	Tarpaulin 12x6				
1	pc	Tarpaulin 10x10				
3	pcs	Tarpaulin 10x5				
13	pcs	Tarpaulin 10x3				
13	pcs	Tarpaulin 10x1				
2	pcs	Tarpaulin 8x8				
10	pcs	Tarpaulin 8x4				
4	pcs	Tarpaulin 8x1				
1	pc	Tarpaulin 6x5				
123	pcs	Tarpaulin 6x4				
111	pcs	Tarpaulin 6x3				
104	pcs	Tarpaulin 5x3.33				
2	pcs	Tarpaulin 4x3.5				
12	pcs	Tarpaulin 4x3				
4	pcs	Tarpaulin 4x2.5				
17	pcs	Tarpaulin 3x9				

QTY	UNIT	ITEM DESCRIPTION	UNIT COST	APPROVED BUDGET FOR THE CONTRACT	QUOTATION/ OFFER AMOUNT	
					UNIT PRICE	TOTAL AMOUNT
4	pcs	Tarpaulin 3x8				
55	pcs	Tarpaulin 3x6				
6	pcs	Tarpaulin 3x3				
10	pcs	Tarpaulin 3x2				
13	pcs	Tarpaulin 2x3				
20	pcs	Tarpaulin 2x2				
7	pcs	Tarpaulin 2x1				
289,370.40						

After having carefully read and accepted your General Terms and Conditions, I/ WE quote you on the item at prices noted above.

Signature over printed name _____
 (Owner/ Authorized Representative) _____
 Telephone/ Mobile No. : _____
 Email Address : _____
 Date : _____

NOTE: ADDITIONAL INSTRUCTION

1. Please submit quotation and required documents in a SEALED envelope.
2. RFQ/s may be submitted personally at the BAC Office, 2nd Floor, City Hall Complex, A.B. Fernandez Avenue, Dagupan City during office hours 8:00 A.M. to 5:00 P.M. Bidder shall present its proof of payment for the Bid Docs Fees. Payment shall be paid at the One Stop Shop Business Center (OSBC).
3. RFQ's may be submitted through mail/courier services and shall be addressed to the BAC Chairman with Office Address: BAC Office, 2nd Floor, City Hall Complex, A.B. Fernandez Avenue, Dagupan City. Bidder shall attach a Postal Money Order and/ or Managers Check for the Bid Docs Fees with a Payee: CITY TREASURE'S OFFICE DAGUPAN CITY. Bidders shall also attach a self-addressed stamped envelope for the RFQ's received by the BAC after the deadline will be return through that aforementioned self-addressed stamp envelope.
4. **RFQ's THAT ARE DELIVERD BY MAIL/ COURIER SERVICE AFTER THE DEADLINE SHALL NOT BE OPENED AND SHALL BE IMMEDIATELY RETURNED. THE BAC SHALL NOT BE RESPONSIBLE FOR ANY DELAY IN THE DELIVERY OF RFQ's VIA MAIL/ COURIER SERVICES.**