

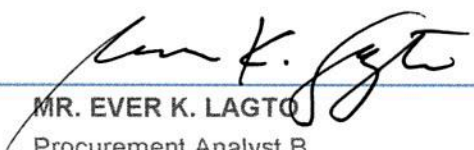


REQUEST FOR QUOTATION

Date : February 9, 2017
Quotation No. : 0158-02-2017

Company Name :
Address :

Please quote your lowest price on the item/s listed below, subject to the General Conditions stating the shortest time of delivery and submit your quotation duly signed by you or your representative not later than 5:00 PM February 24, 2017 in the return envelope attached herewith.


MR. EVER K. LAGTO
Procurement Analyst B

General Conditions:

- All entries must be printed/typed written.
- Delivery period within **THREE (3)** Calendar Days upon receipt of the Purchase Order.
- Warranty shall be for a period of six (6) months for supplies and materials and one (1) year for equipment from date of acceptance by the procuring entity.
- Prices quoted shall be FOB La Trinidad and in Philippine Pesos
- Price validity shall be for a period of Thirty (30) Calendar Days.
- The following shall be attached upon submission of the Request for Quotation:
 - PhilGEPS registration
 - Valid Mayor's Permit
 - Statement that it is not blacklisted or barred from bidding by the Gov't or any of its agency, office, corporation or LGU.
 - Sworn statement that it is not related to the Head of Procuring Entity by consanguinity or affinity up to the third civil degree.
 - Original brochures showing specifications of the products being offered. (if required)
- For Lot Award
All items to be grouped together to form one (1) complete Lot that will be awarded to one Bidder to form one (1) complete contract. Bidder must offer/quote on all items, otherwise, bidder shall be automatically be disqualified.
- Award of contract shall be made to the lowest quotation which complies with the minimum technical specifications and other terms and conditions stated therein.
- Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the bidder or his/her duly authorized representative/s.
- Liquidated damages equivalent to one tenth of one percent (0.001 %) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The LTWD shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
- The LTWD reserves the right to accept or reject any or all quotations and to impose additional terms and conditions as it may deem proper.

Item No.	Item and Description	Compliance to Specifications	Quantity	Unit	Unit Price
1	Note Pad (2"x3")		(Twenty) 20	pad	
2	Note Pad (3"x3")		(Twenty) 20	pad	
3	Flash Drive; USB 16 GB		(Three) 3	pc	
4	Uninterruptable Power Supply		(Three) 3	unit	
5	Paper Multicopy, Legal, 80 gms, subs. 24		(Fifty) 50	ream	
6	Paper Multicopy, Letter, 80 gms, subs. 24		(Fifty) 50	ream	



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NOTE:

1. Approved Budget for the Contract: **PhP 141,780.10**

2. Request for Quotation may be downloaded & sent through: a. postal or courier services or

b. Facsimile no. : (074) 422-1848 or

c. Email : latrinidadwd@gmail.com

to: Mr. Ever K. Lagto

Procurement Analyst A

La Trinidad Water District

F.A.249-B, Balili, La Trinidad, Benguet

Delivery period :

Warranty :

Price validity :

After having carefully read and accepted your General Conditions, I/We quote you on the item/s at prices quoted above.

Signature

Printed Name

Tel./Mobile phone No.

Facsimile No.

E-mail address

Date _____