



Republic of the Philippines
LA TRINIDAD WATER DISTRICT
FA 249-B Km. 4, Balili, La Trinidad
Benguet Province 2601
Tel. Nos.: (074)-422-2679 / (074)-422-2078
Telefax No.: (074)-422-1848

REQUEST FOR QUOTATION

Date : January 7, 2020

Quotation No. : 0010-01-2020

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 on or before 3:00 PM of January 14, 2020 in a sealed envelope.


SHEENA B. GREGORIO
Customer Service Assistant B.

General Conditions:

- Bidders must secure a copy of the original Request for Quotation at the La Trinidad Water District Office from the BAC Secretariat during office hours and to be submitted through postal/ courier services or personally delivered to Ms. Sheena B. Gregorio Customer Service Assistant B, La Trinidad Water District, F.A.249-B, Balili, La Trinidad, Benguet
- Only Original Copies of Request for Quotation will be evaluated
- 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 inclusive of taxes, 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.
- Bidders must state either "Comply" or "Not Comply" against each of the individual parameters of each specification stating the corresponding performance of the equipment/ materials/ fittings being offered.

Item No.	Item and Description	Statement of Compliance	Quantity	Unit	Unit Price	Lot Price
1 LOT SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES						
BILL OF QUANTITIES						
a	Ballpen, 0.5, Black		(One Hundred Twenty) 120	pc		
b	Ballpen, 0.5, Blue		(One Hundred Twenty) 120	pc		



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Item No.	Item and Description	Statement of Compliance	Quantity	Unit	Unit Price	Lot Price
c	Canon Cartridge, 810, Black		(Fifty) 50	cart		
d	Paper Clip 50mm		(Thirty) 30	box		
e	Android Tablet		(Two) 2	unit		
f	Bundy Clock		(Two) 2	Unit		
g	Photo Paper @ 20 pcs per pack		(Twenty) 20	pack		
h	Re-writable Compact Disc		(One Hundred) 100	pc		
TOTAL LOT PRICE:						
NOTE:						
1. Approved Budget for the Contract: <u>PhP 103,120.00</u>						

Delivery period :
Warranty :
Price validity :
Signature
Printed Name
Tel./Mobile phone No.
Facsimile No.
E-mail address
Date

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