



REPUBLIC OF THE PHILIPPINES  
PROVINCE OF ORIENTAL MINDORO  
MUNICIPALITY OF GLORIA

**NOTICE OF REQUEST FOR QUOTATION**

The Municipality of Gloria through its Bids and Awards Committee (BAC) will undertake alternative mode of procurement, small value procurement for the **Supply and delivery of Materials for the Construction, Improvement, Repair and maintenance of School Facilities and Equipment in various Public Elementary and Secondary School (Repair of Bookshelves for Junior and Senior High School Library).**

Name of Project	Supply and delivery of Materials for the Construction, Improvement, Repair and maintenance of School Facilities and Equipment in various Public Elementary and Secondary School (Repair of Bookshelves for Junior and senior High School Library)
Solicitation	RFQ-2020-040
Location	Malamig National High School, Gloria, Oriental Mindoro
Brief Description	Construction Materials and Supplies
Approved Budget for the Contract (ABC)	Php 50,000.00
Contract Duration	30 days
Date of Submission	October 06, 2020 @ 4:30 pm
Date of Opening of Sealed Quotation	October 07, 2020 @ 10:30 am at Municipal Executive Conference Room 2
PhilGeps Reference No.	

Please quote your lowest price on the items listed below and submit personally your SEALED QUOTATION not later **October 06, 2020** at the BAC Office, Municipality of Gloria, Oriental Mindoro

MANULITO S. RODRIGUEZ  
BAC Chairperson

Terms and Conditions:

1. Only suppliers with the following documents shall be allowed to submit the quotation.
  - a. Philgeps Registration Certificate/Philgeps Registration Number
  - b. Mayor's Permit
  - c. DTI/SEC
  - d. BIR Registration
  - e. Omnibus Sworn Statement
  - f. Business/Income Tax Return
2. All entries must be typewritten or printed legibly in the Bid Form. Failure to use this form will result to disqualification of your id.
3. Late submission of quotation shall not be accepted.
4. Bids exceeding the ABC shall be disqualified.
5. The lowest bidder shall be informed immediately and shall be asked to submit additional requirements within three days after the opening of bids or during post qualification.
6. Award of contract shall be made to the lowest quotation and complies with the specifications and other terms and conditions as stated in the RFQ.
7. Terms of payment shall be made through the check payable to the supplier.
8. The Municipality of Gloria shall have the right to reject any or all bid proposals, or declares the bidding a failure, or not to award the contract and makes no assurance that a contract shall be entered into as a result of this invitation.



Project Number: **2020-014-921**  
Project Title: **Supply and delivery of Materials for the Construction, Improvement, Repair and maintenance of School Facilities and Equipment in various Public Elementary and Secondary School (Repair of Bookshelves for Junior and Senior High School Library)**

Date: **October 01, 2020**  
Quotation No.: **RFQ-2020-040**

Location: **Malamig National High School, Gloria, Oriental Mindoro**

PhilGeps Ref: No.

***REQUEST FOR QUOTATION***

Supplier: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Number: \_\_\_\_\_  
TIN Number: \_\_\_\_\_

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 **October 06, 2020** in the return envelope attached herewith.

**MANULITO S. RODRIGUEZ**  
MCR/BAC Chairman

Note:

- 1 All entries must be type written.
- 2 Delivery period is within **Thirty (30) days**
- 3 Warranty shall be for the period of six months (6) months for supplies and materials, one (1) year for equipment, from date of acceptance by the procuring entity.
- 4 Price validity shall be for the period of thirty (30) calendar days.
- 5 G-eps registration certificate shall be attached upon submission of the quotation.
- 6 Suppliers shall submit original brochures showing certifications of the product being offered.

ITEM NO.	DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1	Ventura Plywood 3/4	18	pcs		
2	Marine Plywood 1/2	20	pcs		
3	Egding 1/2 x 1 x 12 S4S	41	pcs		
4	Stickwell	3	ltrs		
5	Finishing Nail #2	2	ks		

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

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

\_\_\_\_\_  
Printed Name / Signature

\_\_\_\_\_  
Tel. No./Cellphone No.  
e-mail address

\_\_\_\_\_  
Date