



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, shopping for **Supply and Delivery of Photocopying Machine.**

Name of Project	Photocopying Machine
Solicitation	RFQ-2021-087
Location	Mayor's Office
Brief Description	Supply and Delivery of Photocopying Machine
Approved Budget for the Contract (ABC)	Php. 80,000.00
Contract Duration	30 days
Date of Submission	December 03, 2021@ 10:00 am
Date of Opening of Sealed Quotation	December 04, 2021@ 4:30 pm 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 December 03, 2021, 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.