



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 the **Supply and Delivery of Office Equipment (Photocopier Xerox Machine) for General Service Office.**

Name of Project	Office Equipment (Photocopier Xerox Machine) for General Service Office
Solicitation	RFQ-2022-078
Location	GSO
Brief Description	Supply and Delivery of Office Equipment (Photocopier Xerox Machine) for General Service Office
Approved Budget for the Contract (ABC)	Php 100,000.00
Contract Duration	30 days
Date of Submission	October 7, 2022 @ 10:00 am
Date of Opening of Sealed Quotation	October 7, 2022 @ 2:30 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 7, 2022** 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.