

Republic of Philippines
City of Canlaon
OFFICE OF THE BIDS AND AWARDS COMMITTEE
REQUEST FOR SEALED QUOTATION

Date: 11-Aug-25
Quotation No.: 2025-07-295
PR No.: 2025-07-295-A
Department: CMO, Canlaon City
BAC Control No.: 295

Sir/Madam:

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 8/22/2025 in the return envelope.

PROCUREMENT TERMS & CONDITIONS

1. The Total Approved Budget for the Contract (ABC) is (P794,224.00)
2. Price quotation should be inclusive of the required tax obligations
3. Delivery period is within 7 days upon receipt of Notice to Proceed (NTP)
4. Refusal to accept an award maybe ground for imposition of administrative sanctions under Rule XXIII of the Revised IRR of RA 9184
5. Failure of the supplier to deliver goods and render services under the contract within the specified delivery schedule shall be liable for damages for the delay.

ZOSILITO A. ONGCO

BAC Vice Chairman/ Temp. Presiding Officer

ITEM NO	QTY	UNIT OF ISSUE	ITEM DESCRIPTION	UNIT COST	UNIT PRICE	TOTAL PRICE
1	35	boxes	Ballpen, black, 0.7mm, flexstick smooth ink pen (FO-GELB08) 12's)	240.00		
2	35	gallons	Bleach, color safe	345.00		
3	63	pieces	Diswashing paste, big	75.00		
4	550	pieces	File Folder, 14 pts. Long	9.50		
5	18	pieces	Floor Rags	200.00		
6	60	cans	Floorwax, paste type colorless 450g	280.00		
7	400	reams	paper, Legal, subs 20, gsm 80	330.00		
8	500	reams	Paper, A4, subs. 20, gsm 80	310.00		
9	20	tubes	Toner (Sharp AR 7024)	12,500.00		
10	38	bottles	Paper Clip, coated, big	48.00		
11	30	bottles	Computer Ink, 003 (Black, yellow, cyan and magenta)	1,980.00		
12	55	bottles	Computer Ink, 003, black	495.00		
13	20	bottles	Computer Ink, 664 (Black, yellow, cyan and magenta)	1,980.00		
14	50	bottles	Computer Ink, 664, black	495.00		
15	200	pieces	Correction Tape	35.00		
16	250	pieces	Highlighter (yellow and Green)	45.00		
17	30	pieces	Logbook-Harbound, 300 pages	550.00		
18	29	pieces	Logbook-Hardbound, 500 pages	650.00		
			TOTAL			

for the use of City Mayor's Office, Canlaon City

Brand Model: _____
Delivery Period: _____
Warranty: _____
Price Validity: _____

After having carefully read and accepted your General Conditions. I/we quote on the item/s at price/s noted above.

Canvassed by:

(Name and Signature of Authorized Canvasser)
Date: _____

(Name & Signature of Dealer/Representative)
Address: _____
Tel No.: _____
Date: _____