

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

Date: 3-Mar-26  
Quotation No.: 2026-03-036  
PR No.: 2026-02-36-B  
Department: CEO, Canlaon City  
BAC Control N 36

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 03/09/2026 in the return envelope.

**PROCUREMENT TERMS & CONDITIONS**

1. The Total Approved Budget for the Contract (ABC) is (P76,784.62)
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**  
Vice Chairman/Temp.Presiding Officer

ITEM NO	QTY	UNIT OF ISSUE	ITEM DESCRIPTION	UNIT COST	UNIT PRICE	TOTAL PRICE
1	1	bottle	IMAGING UNIT FOR BIZHUB 164 COPIER	18,300.62		
2	4	pc	DRUM (Bizhub 164)	8,414.75		
3	4	pc	DEVELOPER (Bizhub 164)	6,206.25		
			TOTAL			
FOR USE OF THE HEAVY DUTY PHOTO COPIER (BIZHUB 164 & BZHUB 160) IN CITY ENGINEER'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: \_\_\_\_\_