



Republika ng Pilipinas
PAMAHALAANG LUNGSOD NG TACLOBAN
(City Government of Tacloban)
Kanhuraw Hill, Tacloban City 6500
Tel. Nos. 325-4053

BIDS AND AWARDS COMMITTEE

INVITATION TO SUBMIT PRICE QUOTATIONS 1st Posting

The City Government of Tacloban, through the BIDS AND AWARDS COMMITTEE (BAC) invites all interested suppliers to submit price quotations, under **Section 52.1(b) of the 2016 Revised IRR of R.A. 9184**, for the supply and delivery of **OFFICE EQUIPMENT SUPPLIES AND CONSUMABLES** for use of City Mayor's Office PR# 2022-46 dated 1/4/22 with a total amount of **Three Hundred Thirty-Two Thousand Pesos & 00/100 (Php332,000.00) only** with BIDSTAC # SB 003-2022(8360778)

Please quote your lowest price inclusive of 75% of 1% of Business Tax and VAT subject to the Terms and Conditions of this RFQ, and submit your quotation duly signed by your representative on **January 19, 2022 to 9:00 A.M. of January 24, 2022** at the BAC Office, City Hall Main Building, Kanhuraw Hill, Tacloban City.

Sealed proposals will be accepted not later than **January 24, 2022** at 9:00 o'clock in the morning at the BAC Office, City Hall Main Building, Kanhuraw Hill, Tacloban City. Opening of quotation shall be held at **2:00 PM of January 25, 2022**.

The City Government reserves the right to reject any or all proposals or any part thereof, waive any defect contained therein and accept an offer as maybe advantageous to the City Government of Tacloban.

Supplier shall submit the following requirements:

- a. Duly signed Request for Quotation. Prices shall be quoted in Philippine Peso. Statement of Compliance must be accomplished by supplier.
- b. PhilGEPS Registration Number/Organization ID Number
- c. Valid Mayor's Permit,
- d. All photocopied documents submitted shall be a certified copy from the original.
- e. All documents must be enclosed in a properly labeled and sealed envelope.

Quotations shall be compared and evaluated on the basis of the following criteria:

- a. Completeness of submission
- b. Compliance with Technical Specifications
- c. Price

All deliveries by suppliers shall be subject to inspection, and acceptance by the end-user. All costs of the necessary tests undertaken by the Procuring Entity on the goods shall be to the account of suppliers. The supplier who submitted the lowest calculated responsive quotation shall be awarded the Purchase Order after evaluation by the BAC.

Delivery of goods shall be made within 30 calendar days from date of receipt of Purchase Order or as may be required by the appropriate authority. Warranty shall be for a minimum of 3 months, after acceptance of the procuring entity of the delivered goods or after the goods are consumed, whichever is earlier for Expendable supplies. For non-expendable supplies, one (1) year after acceptance by the procuring entity of the delivered goods.

Price validity shall be for a period of 120 calendar days. Goods shall be delivered to the City General Services Office, City Hall New Building, Kanhuraw Hill, costs to the account of supplier. Risk and title shall pass from the supplier to the purchaser upon receipt and final acceptance of the goods at the city government of Tacloban. Upon

delivery of the goods, the supplier shall notify the Purchaser and present the following documents:

- a. Original and duplicate copy of the Supplier's Invoice showing the goods description, quantity, unit price, and total price
- b. Original and duplicate copy of Delivery Receipt
- c. Original Statement of Accounts
- d. Approved Purchaser Order
- e. Warranty Certificate (if applicable)

Please download the attached Request for Quotation.

Sgd. **JONATHAN R. HIJADA**
BAC Chairman

Date Published: January 19, 2022