



Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
Regional Office 02  
Regional Government Center, Carig Sur, Tuguegarao City, Cagayan  
Tel. No.: 078.304.5378/304.1978/304-7378, Fax No. : 078.304.9345

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**REQUEST FOR QUOTATION**  
28 March 2019

**PROCUREMENT NAME: Provision of Printing Services for the 2019 Seal of Good Local Governance (SGLG) Regional Orientation**

**APPROVED BUDGET : ₱ 67,500.00**

**Supplier/Contractor :** \_\_\_\_\_

**Address :** \_\_\_\_\_

**INSTRUCTIONS**

1. Please quote your best offer for the items listed in the attached Canvass.
2. Submit sealed quotation duly signed by you or your authorized representative at DILG Regional Office No. 02, Regional Government Center, Carig Sur, Tuguegarao City, Cagayan thru the BAC Secretariat **not later than 4 April 2019 at 10:00 AM** together with the following documentary requirements:
  - a. Mayor's Permit;
  - b. PhilGEPS Registration Number
  - c. Income/Business Tax Return
  - d. Omnibus Sworn of Statement

For any clarification, you may contact Ms.Arianne Bennevic B. Batugal, Chairperson of the BAC Secretariat at (078) 304-7378/1978.

(sgd.)

**CATHERINE G. ALLAM-MIRANDA**  
Alternate BAC Vice Chairperson



**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
**Regional Office No. 02, RGC, Carig Sur, Tuguegarao City, Cagayan**

**CANVASS FORM**

March 28, 2019

Date

Supplier/Contractor: \_\_\_\_\_

LBP Account No. : \_\_\_\_\_

T I N : \_\_\_\_\_

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 **April 4, 2019** in the return envelope attached herewith.

(sgd.)  
**CATHERINE G. ALLAM-MIRANDA**  
 Alternate BAC Vice Chairperson

**NOTE TO SUPPLIER/CONTRACTOR:**

1. ALL ENTRIES MUST BE TYPEWRITTEN / WRITTEN IN INK
2. DELIVERY PERIOD WITHIN SEVEN (7) CALENDAR DAYS
3. WARRANTY SHALL BE FOR A PERIOD OF AT LEAST SIX (6) MONTHS FOR SUPPLIES & MATERIALS  
 ONE (1) YEAR FOR EQUIPMENT, FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY
4. PRICE VALIDITY SHALL BE FOR A PERIOD OF \_\_\_\_\_ CALENDAR DAYS
5. INDICATE PHILGEPS REGISTRATION NUMBER: \_\_\_\_\_
6. BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING SPECIFICATIONS OF THE PRODUCTS BEING OFFERED
7. ALL BIDS SHALL BE SUBMITTED IN SEALED ENVELOPE DULY SIGNED/INITIALED BY THE BIDDER/SUPPLIER
8. PLEASE SPECIFY IF VAT OR NON-VAT
9. IF LEASE TO OWN, CONTRACT IS AT LEAST THREE EQUAL MONTHLY INSTALLMENTS

ITEM No.	ITEM AND DESCRIPTION	QTY	UNIT	UNIT PRICE
1	Manual			
	160 pages			
	A4			
	X-X-X-X-X-X			
	ABC PHP 67,500.00			

Brand and Model : \_\_\_\_\_  
 Delivery Period : \_\_\_\_\_  
 Warranty : \_\_\_\_\_  
 Price Validity : \_\_\_\_\_

AFTER HAVING CAREFULLY READ AND ACCEPTED YOUR GENERAL CONDITIONS, I/WE QUOTE YOU ON THE ITEM AT PRICES NOTED ABOVE.

Signature of Canvasser \_\_\_\_\_

Date \_\_\_\_\_

Printed Name/Signature \_\_\_\_\_

Tel No./Cellphone No.: \_\_\_\_\_

e-mail address : \_\_\_\_\_

Date \_\_\_\_\_