



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

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-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