



Republic of the Philippines
Province of Bulacan
CITY OF MALOLOS

BIDS AND AWARDS COMMITTEE

*BIDS and AWARDS COMMITTEE (BAC), 2nd Floor City Legal Office Conference Room, City Government of Malolos Building,
Barangay Bulihan, City of Malolos, Bulacan,*

PR no. : GSO – 2022-04-296

Purpose: For the use of Commission on Election-Malolos

RFQ no. 2022-006

Date: April 12, 2022

REQUEST FOR QUOTATION

To : All Eligible Bidders

The City Government of Malolos, through its Bids and Award Committee (BAC) invites suppliers and company to quote your lowest price for the requirements listed hereunder in accordance with Section 53.9 (Small Value Procurement) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184:

Name of Project: Purchase of various supplies and materials for the used by the office of the Election Officer in connection with then National and Local Elections

Approved Budget : Php 194,330.80

For the Contract (ABC) :

TERMS AND CONDITIONS

1. Prospective suppliers/bidders shall accomplish, provide correct and accurate information and submit the duly-signed Price Quotation Form (**Annex “A”**).
2. All quotations may be typewritten or handwritten, placed in sealed envelope.
3. Price quotations/offer must be valid for a period of one hundred twenty (120) calendar days from the date of submission.
4. Any erasures or overwriting shall be valid only if they are signed or initialed by the supplier or its authorized representative.
5. Interested suppliers are requested to prepare their valid current Mayor's Permit, PhilGEPS registration number and Income/BIR Tax Return, FDA Registration (for medicines) as these may be required to be submitted during the evaluation of offers/quotations.
6. The applicable rate for late deliveries is one tenth (1/10) of one percent (1%) of the cost of the unperformed portion for everyday of delay.
7. The Bids and Awards Committee of the City Government of Malolos reserves the right to accept or reject any proposals/quotations and to annul the procurement process and reject all quotations at any time prior to contract award, without thereby incurring any liability to the affected supplier/s and to impose additional terms and conditions as it may deem proper.
8. The CGM-BAC also reserves the right to waive any required formality in the proposals received and select the proposal which it determine to be the most advantageous to the government.
9. The CGM - BAC shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications
10. Supplies/Bidders are required to disclose in their Price Quotation Forms the Brand names of the items they are intending to deliver, in case the Procurement project is awarded to him.
11. Prospective Supplies/Bidders are required to pay Price Quotation form the amount fees Five Hundred pesos (P 500.00) or one thousand pesos (P 1,000.00) as the case maybe.

Complete requirements should be submitted not later than **5:00 p.m. on April 20, 2022.**

Sealed quotations shall be submitted, personally at BAC Secretariat, 2nd Floor City Legal Office Conference Room, City Government of Malolos Building, City of Malolos. Quotations send though any other modes shall **not be accepted.**

For further information, please refer to **Atty. Vladimir Mikail C. Reyes**, BAC Secretariat, 2nd Floor City Legal Office Conference Room, City Government of Malolos Building, City of Malolos, Bulacan

Prepared by:

ATTY. VLADIMIR MIKAIL C. REYES

HEAD-BAC SECRETARIAT

Very truly yours,

LUISITO C. ZUÑIGA, MBA, LLB
BAC – CHAIRPERSON



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Annex "A"

PRICE QUOTATION FORM

Date

Sir/Madam

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is my quotation for the services as follows:

Purchase of various supplies and materials for the used by the office of the Election Officer in connection with then National and Local Elections.

ABC: 194,330.80

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Quantity	Unit	Description	Bidder's Unit Price	Bidder's Price Proposal
		T-SHIRT FOR COMELEC STAFF- Lavander with printed logo/ back and front		
4	Pcs	Small		
7	Pcs	Medium		
3	Pcs	Large		
1	Pc	Extra Large		
		POLO SHIRT FOR COMELEC STAFF-Gray with printed logo/Back and Front		
4	Pcs	Small		
7	Pcs	Medium		
3	Pcs	Large		
1	Pc	Extra Large		
		T-SHIRT FOR TECHNICAL SUPPORT STAFF- White with printed logo/ Back and Front		
11	Pcs	Small		
26	Pcs	Medium		
21	Pcs	Large		
9	Pcs	Extra Large		
1	Pc	3x/Large		
		PLASTIC BAG (JUMBO SIZE)		
200	Pcs	Yellow		
100	Pcs	Light Blue		
100	Pcs	White		
3	Unit	Printer L120		
20	Btls	Ink for Printer L120		



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800	Pcs	Expandable Plastic Envelope Heavy Duty (Long) with Handle		
10	Boxes	Staple Wire		
10	Boxes	Binder Clip (Medium) 25mm		
10	Boxes	Binder Clip (Large)50mm		
5	Boxes	Rubber Bond (Small)		
20	Rolls	Straw –Panali- Gray		
2	Boxes	Carbon Paper		
10	Boxes	Plastic Fastener		
20	Pcs	Double Sided Tape		
2	Pcs	Bond Paper Layer organizer		
2	Gal	Metal Paint (Yellow) quick drying enamel		
2	Pcs	Paint Brush (Medium)4”		
30	Pcs	Plastic Id Holder		
100	Pcs	Red Ballpen		
			GRAND TOTAL:	

AMOUNT IN WORDS:

The above-quoted price prices are inclusive of all cost and applicable taxes.

Very truly yours,

Name of Supplier/Company
Signature over Printed Name
Contact No: _____