

CITY GOVERNMENT OF ZAMBOANGA

Bids and Awards Committee
Villalobos St., Zamboanga City

Purchase Request No.: 100-22-02-0243/February 21, 2022

Office of the: **CITY ACCOUNTANT**

Amount: **P65,000.00**

SF-GOOD-60

**REQUEST FOR QUOTATION
(53.9 "Small Value Procurement")**

**Freedom Commercial Printers
Copier Solutions Specialist
Aja Printing Press**

Date: March 14, 2022

Quotation No.: 0099

Place of Delivery: City General Services Office

Please quote your lowest price on the items listed below, subject to the General Conditions on the Philippine Bidding Documents on Goods, stating the shortest time of delivery and submit your quotation duly signed by your representative **on or before March 22, 2022 at 10:00 a.m.**

ERWIN E. BERNARDO

BAC-Chairperson

Note: ALL ENTRIES MUST BE TYPEWRITTEN / LEGIBLY WRITTEN.

1. DELIVERY PERIOD **THIRTY (30) CALENDAR DAYS**
2. WARRANTY SHALL BE FOR A PERIOD OF THREE (3) MONTHS FOR EXPENDABLE SUPPLIES, ONE (1) YEAR FOR NON-EXPENDABLE SUPPLIES, FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY.
3. PRICE VALIDITY SHALL BE FOR A PERIOD OF THIRTY (30) CALENDAR DAYS.
4. G-EPS REGISTRATION CERTIFICATE SHALL BE ATTACHED UPON SUBMISSION OF THE QUOTATION, IF AVAILABLE.
5. BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT BEING OFFERED.
6. **INDICATE BRAND NAME OF ITEMS BEING OFFERED.**
7. **DROP YOUR QUOTATION IN A SEALED ENVELOPE AND PROPERLY LABELED-**
8. **Bidders are requested to submit PHILGEPS REGISTRATION NUMBER/ PHILGEPS PLATINUM CERTIFICATE, OMNIBUS SWORN STATEMENT AND BUSINESS/MAYOR'S PERMIT**
9. **Downloaded Form must be duly signed by BAC Chairman prior to submission for the opening of bidding documents.**
10. **For Tires and Batteries, ONE (1) YEAR WARRANTY**
11. **Bidders are required to indicate unit price per item, type written or legibly hand-written.**

| ITEM NO. | ITEM & DESCRIPTION | BRAND NAME | QTY | Unit | UNIT PRICE | TOTAL |
|----------|--|------------|-------|--------|------------|-------|
| 1. | Job Order: Labor & Materials – Printing of Cards 1. Project Data/Payment Index Card – 200 pcs. 2. PLDT Cards – 200 pcs. 3. Salary Cards (regular) – 1,200 pcs. 4. Salary Daily Wage Card (wages) – 1,500 pcs. 5. Travel Card – 100 pcs. 6. ZCWD Card – 200 pcs. 7. ZAMCELCO card – 200 pcs. 8. Security Services Card – 125 pcs. 9. Janitorial Services Card – 125 pcs. 10. Cash Disbursing Card – 100 pcs. 11. TEV Card – 150 pcs. 12. Honoraria/Allowance Card – 200 pcs. 13. Job Order/Contract Tracer (white) – 2,200 | | 6,500 | pieces | | |

Purpose: For official use in the Office of the City Accountant, this city

Brand and Model _____

Warranty : _____

Price Validity : _____

After having carefully read and accepted your General Conditions, I/We quote you on the item at prices noted above.

Printed Name / Signature

*Tel. No. / Cellphone No.
e-mail address*

Date