



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 8461164  
**Procuring Entity** PROVINCE OF BENGUET  
**Title** 100 pcs. index card, etc.  
**Area of Delivery** Benguet

<b>Solicitation Number:</b> SHOPPING-0012-22	<b>Status</b>	<b>Active</b>
<b>Trade Agreement:</b> Implementing Rules and Regulations	<b>Associated Components</b>	1
<b>Procurement Mode:</b> Shopping - Ordinary/Regular Office Supplies & Equipment (Sec. 52.1.b)	<b>Bid Supplements</b>	0
<b>Classification:</b> Goods	<b>Document Request List</b>	0
<b>Category:</b> Office Supplies and Devices	<b>Date Published</b>	23/02/2022
<b>Approved Budget for the Contract:</b> PHP 299,500.00	<b>Last Updated / Time</b>	23/02/2022 00:00 AM
<b>Delivery Period:</b> 30 Day/s	<b>Closing Date / Time</b>	01/03/2022 08:30 AM
<b>Client Agency:</b>		
<b>Contact Person:</b> JULIE P. TABCAO BAC -GOODS SEC CHAIRPERSON Benguet Province, La Trinidad Benguet Philippines 2601 63-74-4222609 Ext.135  pgobacgoods@benguet.gov.ph		

#### Description

100 pcs. index card, etc.

Please refer to attached Request for Quotation

\*\*\*\*\*PGSO\*\*\*\*\*

#### Other Information

Download the attached RFQ and Memorandum to Canvassers by clicking the figure opposite the Associated Components on this page then submit both documents at BAC Office, 2nd floor, Capitol Building, La Trinidad or through e-mail at pgobacgoods@benguet.gov.ph

**Created by** Marie Claire Salbino Baldos  
**Date Created** 22/02/2022

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Republic of the Philippines  
**PROVINCE OF BENGUET**  
**La Trinidad**  
**BIDS AND AWARDS COMMITTEE**  
**(GOODS AND SERVICES)**

Quotation No.: SHOPPING-0012-22 February 17, 2022  
Purchase Request No.: 22-02-0399 Date

**MEMORANDUM TO:**

Mr./Ms.: MARK LOUIE D. POGO-EN  
(Canvasser)

Kindly provide appropriate dealers/ establishments copy of the attached request for quotation and/or solicitation to Bid for the Purchase of 100 pcs. of index card, etc. with an ABC of 299,500.00 to be used by PGSO Their quotation /Bids shall be opened on March 01, 2022

NAME OF ESTABLISHMENT	ADDRESS	RECEIVED		
		Name	Signature	Date
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

**MIRIAM V. TIONGAN, DVM**  
*Chairperson*

CERTIFICATION	CERTIFICATION
<p>I/We the undersigned, hereby jointly and severally certify to have given each of the above dealers/establishments a copy of the solicitation bid papers and submit their quotations before the time of opening of the same.</p> <p>CANVASSER/S:</p> <p style="text-align: center;"><b>MARK LOUIE D. POGO-EN</b>  <i>Signature over printed name/s</i></p> <p>/clair</p>	<p>This is to certify that the RFQ received is a download copy and submitted through email / courier.</p> <p style="text-align: center;"><b>NOLI U. GUIAD</b>  <i>Administrative Officer V</i></p>



Republic of the Philippines  
 PROVINCE OF BENGUET  
 La Trinidad  
**BIDS AND AWARDS COMMITTEE**  
 (GOODS AND SERVICES)

Purchase Request Number: 22-02-0399  
 Name of the Project: Purchase of 100 pcs. of index card, etc.  
 Location of the Project: PGSO  
 Account Code: 5-02-03-010

Date: February 17, 2022  
 Quotation No.: SHOPPING-0012-22  
 CAFOA No.: 100220201214  
 Appropriation No.: 22-02-001291

## REQUEST FOR QUOTATION

Sir/Madam:

Kindly indicate your price quotation/s for the item/s listed below taking into consideration the specifications; submit this document duly signed by you or your authorized representative, to this office not later than 8:30 am on TUESDAY March 01, 2022 at the **BAC Goods and Services Office, 2nd Floor, Capitol Building, La Trinidad, Benguet.**

Indicate also the shortest delivery period should you opt to. You may fax your quotations through Telefax No. 074-422-2004 or thru e-mail at [pgobacgoods@benguet.gov.ph](mailto:pgobacgoods@benguet.gov.ph) or [bacgoodsbenguet@gmail.com](mailto:bacgoodsbenguet@gmail.com)

Should your quotation/s be found reasonable, procurement shall ensue. The Provincial Government however, reserves the right to accept or reject your offer or quotation/s if found not in order.

Thank you very much.

**MIRIAM V. TONGAN, DVM**  
*(Chairperson)*

**REQUIREMENTS:**

1. This Request Form must be duly accomplished; all entries must be Typewritten or handwritten legibly and in pen.
2. Delivery period shall be within 30 calendar days
3. Warranty shall be for a period of **three (3) months** for supplies and materials and **one (1) year** for equipment reckoned from the date of acceptance by the provincial government, through the Provincial General Services Office.
4. Price validity shall be for a period of **120 calendar days.**
5. Documentary requirements **to be submitted with this RFO:**
  - a. Mayor's/ Business Permit (proof of renewal if expired)
  - b. BIR Certificate of Registration
  - c. PhilGEPS Registration No. \_\_\_\_\_ (kindly indicate)
  - d. Lates Income/ Business Tax Return (if the ABC is above Php 500,000.00)

*\* In lieu of a and c above, certified true copy of PhilGEPS Platinum membership may be submitted*
6. Submit original copy of complete (paragraphs 1 to 10) Omnibus Sworn Statement **within three (3) days from Notice of this Body if the aggregate total ABC of the items quoted exceeds Php 500, 000.00**
7. The procuring entity reserves the right to waive any defects in the tender or offer as well as the right to accept the bid most advantageous to the provincial government.

**NOTE:**

- a. All erasures to be countersigned.
- b. Kindly seal this document upon submission to the BAC Goods and Services Office

Item No.	QTY	UNIT	ITEM & DESCRIPTION (SPECIFICATIONS)	BRAND/ OFFER/ COMPLIANCE TO SPECS.	UNIT PRICE	TOTAL	Approved Budget for the Contract (ABC)
1	100	pc	Card. index of payment to employees				1,500.00
2	1,000	pc	Card. Leave Ledger, cream, thick				13,000.00
3	500	pc	Card. stock card				5,000.00
4	500	pc	Cover, Hardbound for tax declaration size: L:11.5" x W: 9" x H/thickness:2"				125,000.00
5	500	pc	Cover, hardbound for tax declaration size: L:14 x W:9" x H/thickness: 2.5"				125,000.00
6	5,000	pc	OPD card, 2" x 3"				15,000.00
7	5,000	pc	OPD Index card, 3" x 5"				15,000.00
<b>PGSO</b>							
<b>PURPOSE:</b> Office supplies to be used by different offices							<b>299,500.00</b>

**DEALER'S OFFER (IF APPLICABLE)**

Brand and Model: \_\_\_\_\_ Warranty period for supplies & materials: \_\_\_\_\_  
 Delivery Period: \_\_\_\_\_ Price Validity Period: \_\_\_\_\_

**CANVASSERS:**

**CERTIFICATION**

I hereby certify that I have personally conducted this canvass and that the price/s quoted is/are true and correct and the signature of the Representative of the establishment who submitted the quotation/s is/are genuine.

After having carefully read and accepted your terms and conditions, I hereby submit the above quotations for your appropriate action.

\_\_\_\_\_  
 (Name of Establishment per O.R. & address)

\_\_\_\_\_  
 (Signature over Printed Name of Owner/Representative)

\_\_\_\_\_  
 (Telephone/Cellphone Number or e-mail address)

**MARK LOUIE D. POGO-EN**

**PRINTED NAME & SIGNATURE OF AUTHORIZED CANVASSER**

\_\_\_\_\_  
 Date