

**REQUEST FOR QUOTATION
SHP 67-23**

The **Municipality of Guagua**, through its Bid and Awards Committee (BAC), invites Licensed Suppliers/ Manufacturers/ Distributors/ Trading/ Retailers to bid/submit price quotations for the project: **Purchase of Office Equipment (Computer Monitor, Swivel Chair, Computer Table)** in accordance with the Alternative Methods of Procurement, Section 52. Shopping of the Revised Implementing Rules and Regulation of Republic Act No. 9184.

Name of Project: **Purchase of Office Equipment (Computer Monitor, Swivel Chair, Computer Table)**

Location: Guagua, Pampanga

Brief Description: Purchase of various office equipment (Computer Monitor, Swivel Chair, Computer Table)

Approved Budget for the Contract: PhP 105,800.00

Contract Duration: 7 calendar days

Submission of quotation documents is on or before **December 01, 2023 at 9:00 AM** at the address indicated above. Late submission shall not be accepted.

The forms, which are part of the quotation documents, shall be the same forms to be submitted by the bidders for their compliance with the schedule of requirements, technical specifications, and financial proposal submission sheet. Non-compliance therewith shall be a ground for disqualification. The "No Contact Rule" shall apply. Bidders are not allowed to call or talk to any member of the BAC, TWG, or Secretariat right after the opening of the quotation documents.

The proponent determined to have the Lowest Calculated Bid must be PhilGEPS registered and shall submit its company's valid and current Mayor's or Business Permit.

The Municipality of Guagua hereby reserves the right to accept or reject any or all quotations and to impose additional terms and conditions as it may deem proper.

For inquiry, you may call **Ilona G. Bansil** at telephone no. (045) 900-2391 or email at lguagua.bac@gmail.com

Very truly yours,

(Sgd.)
Raul G. Naguit
BAC Chairperson

SCHEDULE OF REQUIREMENTS

Description	Quantity	Unit	Unit Price	Total Amount
Computer Monitor 27"	4	Units		
Swivel Chair	4	Pcs.		
Computer Table	4	Units		

TOTAL:

I hereby certify to comply and deliver all the above requirements.

Name of Company/Bidder

Signature over Printed Name of Bidder
or Representative

Date

TECHNICAL SPECIFICATIONS

Item	Specification			Statement of Compliance
	Description	Quantity	Unit	
1	Computer Monitor 27"	4	Units	_____
2	Swivel Chair	4	Pcs.	_____
3	Computer Table	4	Units	_____

Note: Bidders must state either "Comply" or Not Comply" in the column "Statement of Compliance" against each of the individual parameters of each "Specification", stating the corresponding performance parameter of the equipment offered.

I hereby commit to comply with all the above Technical Specifications.

Name of Company/Bidder

Signature over Printed Name of Bidder
or Representative

Date

FINANCIAL PROPOSAL SUBMISSION SHEET

Date: _____

The Chairperson
Bids and Awards Committee
Municipality of Guagua

Sir/Madame,

After having carefully read and accepted the terms and conditions in your Request for Quotation hereunder is our quotation for the project, Purchase of Office Equipment (Computer Monitor, Swivel Chair, Computer Table) (SHP 67A-23).

Description	Quantity	Unit	Unit Price	Total
Computer Monitor 27"	4	Units		
Swivel Chair	4	Pcs.		
Computer Table	4	Units		
GRAND TOTAL:				

Very truly yours,

Name of Company

Contact Number

Name/Signature of Representative

Date