

Republic of the Philippines
OFFICE OF THE OMBUDSMAN
 OFFICE OF THE DEPUTY OMBUDSMAN FOR THE VISAYAS
 Regional Office No. VIII, Marasbaras, Tacloban City 6500
 Telefax: (053) 523-4010/321-7969 · Email: bacomb17reg8@yahoo.com

REQUEST FOR PRICE QUOTATION

NAME OF SUPPLIER _____

ADDRESS & TELEPHONE NO. OF SUPPLIER _____

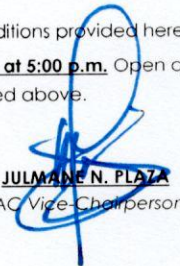
TIN & TYPE OF REGISTRATION (VAT/NON-VAT) _____

PhilGEPS REGISTRATION NO.: _____

SIR/MADAM:

Please quote your lowest government price for article/s listed below subject to the Terms and Conditions provided herein. Submit your quotation duly signed by you or your duly representative not later than **28 September 2018 at 5:00 p.m.** Open quotations may be submitted, manually or through facsimile or email at the address and contact numbers indicated above.

Date: 24 September 2018
 Quotation No.: 2018-09-026
 PR No.: 2018-08-026
 Remarks: 1st Canvassing
 Mode of Procurement: Small Value Proc.


JULMARI N. PLAZA
 BAC Vice-Chairperson

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Bidders may quote for any or all the items.
3. Price quotations must be valid from the date of submission up to delivery.
4. Bids/Quotations must comply with the required minimum technical specifications as indicated below, otherwise it will be **REJECTED**.
5. Quotations exceeding the Approved Budget for the Contract shall be **REJECTED**.
6. Quotations having interlineations, erasures, or overwriting without signature or initial by you or any of your duly authorized representative shall be **REJECTED**.
7. The item/s quoted below shall be delivered within the contract period.
8. The OMB-RO8 shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. The OMB-RO8 reserves the right to reject/return the items delivered not in accordance with the required minimum specifications as inspected by the Inspection committee.
10. Total price quoted below is subject to withholding tax and payable in check.
11. Liquidated damages equivalent to one tenth of one percent (0.001%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The OMB-RO8 shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
12. NEW suppliers or those suppliers with no updated file of the required documents in OMB RO8, are required to submit a photocopy of **valid Mayor's Business Permit** and **valid PhilGEPS Registration PRIOR to the opening/evaluation of offer/s**. A supplier who already submitted an updated copy of these documents is no longer required to submit the said documents.
13. In case of **Small Value Procurement**, the winning Bidder is required to submit a photocopy of latest **Income/Business Tax Return** for procurement with ABCs above *Php500,000.00* and original copy of the **Omnibus Sworn Statement** prescribed by the GPPB for procurement with ABCs above *Php50,000.00* **BEFORE issuance of Notice of Award**.
14. In case of **Lease of Real Property or Venue**, the winning Bidder is required to submit a photocopy of latest **Income/Business Tax Return BEFORE issuance of Notice of Award**.
15. Bidders may submit a copy of **valid PhilGEPS Certificate of Platinum Membership** in lieu of Mayor's Business Permit and PhilGEPS Registration Number.

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s below:

ITEM NO.	QTY	UNIT	ARTICLE DESCRIPTION	TOTAL APPROVED BUDGET OF THE CONTRACT	SUPPLIER'S OFFER				
					UNIT PRICE	TOTAL PRICE	COMPLIANCE WITH TECHNICAL SPECIFICATIONS		REMARKS
							(Please Check)		
		YES	NO						
1	1	Unit	RENTAL OF PHOTOCOPYING MACHINE <i>Technical Specifications:</i> - Term: For One (1) Year Period - Digital Copier, Printer & Scanner - Heavy Duty - Black & White - Copy Speed: At least 25 cpm - Copy Paper Size: Maximum of A3 Size - Paper Input Capacity: With At least One (1) Paper Tray & One (1) Bypass Tray - With Automatic Document Feeder - Auto back to back copying - With Enlarger/Reducer <i>Other Specifications:</i> - No Minimum Copy Volume required - Free Consumables (Paper, Toner, Drum & Developer) - Free Operator's Training - Free Monthly Check-up & Preventive Maintenance - NOTHING FOLLOWS -	132,000.00					

 Printed Name & Signature of Supplier's Representative

 Date