



Republika ng Pilipinas
PAMAHALAANG LUNGSOD NG TACLOBAN
(City Government of Tacloban)
Kanhuraw Hill, Tacloban City 6500
Tel. Nos. 325-4053

BIDS AND AWARDS COMMITTEE

INVITATION TO SUBMIT PRICE QUOTATIONS

The City Government of Tacloban, through the BIDS AND AWARDS COMMITTEE (BAC) invites all interested suppliers to submit price quotations for the supply and delivery of **Office Equipment Supplies & Consumables** for use of **CGSO** under PR# 2016-450 dated 04/12/16 with a total amount of **One Hundred Sixty-Four Thousand Two Hundred Fifty Pesos & 00/100 (Php164,250.00) only** with **BIDSTAC # SB 214-2016 (3815045)**.

Please quote your lowest price inclusive of 75% of 1% of Business Tax and VAT subject to the Terms and Conditions of this RFQ, and submit your quotation, duly signed by your representative on **April 26, 2016 to 9:00 A.M. of May 3, 2016** at the Supply Management & Procurement Division, City Hall, Tacloban City.

Sealed proposals will be received not later than **May 3, 2016** at 10:00 o'clock in the morning at the Supply Management & Procurement Division, Kanhuraw Hill, City Hall, Tacloban City.

The City Government reserves the right to reject any or all proposals or any part thereof, waive any defect contained therein and accept an offer as maybe advantageous to the City Government of Tacloban.

Supplier shall submit the following requirements:

- a. Duly signed Request for Quotation. Prices shall be quoted in Philippine Peso. Statement of Compliance must be accomplished by supplier.
- b. PhilGEPS Registration Certificate
- c. Valid Mayor's Permit, Tax Clearance Certificate
- d. Original brochures of the items offered showing its performance characteristics or certifications, if applicable

Quotations shall be compared and evaluated on the basis of the following criteria:

- a. Completeness of submission
- b. Compliance with Technical Specifications
- c. Price

All deliveries by suppliers shall be subject to inspection, and acceptance by the end-user. All costs of the necessary laboratory tests undertaken by the Procuring Entity on the goods shall be to the account of suppliers. The supplier who submitted the lowest calculated responsive quotation shall be awarded the Purchase Order after evaluation by the BAC