

Date: **March 13, 2017**
Quotation No. _____

Project Reference Number : **2017000432**
Name of Project : **To be used on Talaba Ihaw-Ihaw Festival**

Location of the Project: Alaminos City, Pangasinan

Request for Quotation

Dear _____

Please quote your lowest price on the item/s listed below, subject to the General Conditions at the dorsal of this RFQ, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than **March 16, 2017** at the Bids and Awards Committee Secretariat, 2nd Floor City Hall Building, Alaminos City, Pangasinan.

Open Quotations may be submitted, manually or through facsimile or email at the address and contact numbers indicated below.

ROWENA F. RUIZ
BAC Chairperson

SPECIAL INSTRUCTIONS – (Please read carefully)

- 1 Bidders must have logged-in at Philgeps. (Proof of log-in must be attached)
- 2 All entries must be typewritten or legibly written

ITEM NO.	QTY.	UNIT OF ISSUE	ITEM & DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
				ABC	₱90,000.00

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

Quoted by:

Printed Name/Signature

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

TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form. No entry should be left blank.
2. Quotations through fax/email is acceptable. Winning bidder shall submit original RFQ before the issuance of Purchase Order.
3. The City Government of Alaminos reserves the right to reject any or all offers and accept an offer as may be considered most advantageous to the city.
4. Price quotation/s must be valid for a period of Thirty (30) calendar day for the date of submission.
5. Price quotation/s, to be denominated in Philippine Peso shall include all taxes, duties and/or levies payable.
6. Quotations exceeding the Approved Budget for the Contract shall be rejected.
7. General criteria for evaluation: completeness of the submitted documents, compliance to specifications, bid offer, and compliance with RA 9184 and other applicable government rules. The bids shall be evaluated on a per lot basis as first preference and on per item basis as second preference.
8. Award of contract shall be made to the lowest quotation (for good and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
9. Any interlineations, erasures or overwriting shall be valid only if they are signed or initiated by your or any of your duly authorized representative/s.
10. AWARDEE shall pick up purchase order(s) issued in his favor within three (3) days after receipt of notice to that effect. A telephone call or fax transmission shall constitute an official notice to the AWARDEE. Thereafter, if the purchase order(s) remain unclaimed, the said purchase order(s) shall be sent by messengerial service to the AWARDEE at the latter's expense. To avoid delay in the delivery of the requesting agency's requirement, all DEFAULTING AWARDEES shall be precluded from proposing or submitting a substitute sample.
11. The item/s shall be delivered within ten (10) calendar days from receipt of purchase order.
12. Subject to the provisions of the preceding paragraph, where AWARDEE has accepted a purchase order but fails to deliver the required product(s) within the time called for in the same order, he shall be extended a maximum of fifteen (15) calendar days under liquidated damages to make good his delivery. Thereafter if AWARDEE has not completed delivery within the extended period, the subject purchase order shall be cancelled and the award for the undelivered balance withdrawn from that AWARDEE. The City Government of Alaminos shall then purchase the required item(s) from such other source(s) as it may determine, with the difference in price to be charged against the DEFAULTING AWARDEE. Refusal by the DEFAULTING AWARDEE to shoulder the price difference shall be ground for his disqualification from future bids of the same or all items, without prejudice to the imposition of other sanctions as prescribed under RA 9184 and its IRR-A.
13. AWARDEE shall be responsible for the source(s) of his supplies/materials/equipment shall make deliveries in accordance with schedule, quality and specifications of the award and purchase order. Failure by the AWARDEE to comply with the same shall be ground for cancellation of the award and purchase order issued to that AWARDEE and for re-awarding the item(s) to the ALTERNATE AWARDEE.

14. 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 City Government of Alaminos, Pangasinan shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prior prejudice to other courses of action and remedies open to it.

15. The Government of Alaminos, Pangasinan shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.

16. Supplier shall guarantee his deliveries to be free from defects. Any defective item(s) / product(s), therefore that may be discovered by the Local Government of Alaminos within three (3) months after acceptance of the same, shall be replaced by the supplier with seven (7) calendar days upon receipt of a written notice to that effect.

17. Rejected deliveries shall be construed as non-delivery of product(s)/item(s) so ordered and shall be subject to liquidated damages, subject to the terms and conditions prescribed under paragraph 14 hereof.

18. As a pre-condition to payment, IMPORTATION DOCUMENTS specifically showing the condition and serial numbers of the imported equipment purchased should be submitted by the supplier to the Local Government of Alaminos.

19. All transactions are subject to withholding of creditable Value Added Tax (VAT) per Revenue Regulation No. 10-93