



BALAOAN WATER DISTRICT

Viloria St., Brgy. Antonino, Balaoan
LA UNION 2517, Philippines
Telefax No. (072)607-0360
E-mail Address: balaoanwaterdistrict66@yahoo.com
Website: balaoanwaterdistrict.gov.ph

Date: _____

Quotation No. 2020-07-005

REQUEST FOR QUOTATION (Small Value Procurement)

Please quote your lowest price for the PURCHASE OF IT EQUIPMENT , FURNITURE & FIXTURE FOR STA. LUCIA WATER DISTRICT, STA LUCIA ILOCOS SUR subject to the conditions listed below, stating the shortest time of delivery and submit your sealed quotation or send thru email which is duly signed by your representative not later than 1:00 p.m. of JULY 16, 2020, to the following address:

BIDS & AWARDS COMMITTEE SECRETARIAT:
Balaoan Water District
Viloria St, Brgy. Antonino, Balaoan, La Union
Telefax No. 072-607-0360
Email Address: balaoanwaterdistrict66@yahoo.com

MARILYN O. GUERRERO
BAC Chairperson

NOTE:

1. As a government agency , Balaoan WD shall deal only with legitimate suppliers which issue BIR registered official receipt;
2. All entries shall be typewritten;
3. Delivery period shall be inclusive be Ten (10) days from receipt of Notice of Award/Purchase Order
4. Quoted prices shall be inclusive of applicable taxes and shall be binding upon the supplier within the period.
5. Warranty shall be for a period of not less than one (1) year upon delivery of items.
6. Balaoan WD reserves the right to post quality any supplier and or to reject any or all submitted quotations.
7. The Notice of Award/Purchase Order shall be awarded to the Lowest Calculated Responsive Bids, delivered items are subject to inspection, with payment processing to commence only after acceptance by the end user;
8. Approved Budget for the contract is SEVENTY THOUSAND PESOS ONLY (Php70,000.00);
9. Valid PHILGEPS Registration Certificates shall be submitted with the quotation.

QUOTATION FORM

Quantity	Unit	Description	Unit Price	Amount
1	Set	Windows 10 Desktop Computer w/complete accessories		
1	Unit	14" Windows 10 Laptop complete w/accessories		
1	Unit	Filing Cabinet (4 layers) w/ Vault		
TOTAL				

Name of Bidder: _____

Delivered Period: _____

Price Validity: _____

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

Print Name/Signature

Tel. No. _____

Fax No. _____

E-mail Address _____

TIN No. _____