PR. NO. 0226-0630
SVP NO.2026-0130

REPUBLIC OF THE PHILIPPINES
PROVINCIAL GOVERNMENT of BATANGAS
Capitol Site, Kumintang Ibaba, Batangas City 4200

BIDS and AWARDS COMMITTEE

BAGONG PILIPINAS

REQUEST FOR QUOTATION (RFQ)

Small Value Procurement (SVP)

Date: _____
Company Name: _____
Address: _____
Contact Details: _____

The **Provincial Government of Batangas**, through its **Bids and Awards Committee (BAC),** invites suppliers to submit price quotations for the procurement of the item/s described below, taking into consideration the stated **Procurement Terms and Conditions.**

PROJECT NAME: Purchase and Delivery of five (5) units Printer w/ Scanner (feeder for 8.5 x 13 size paper); five (5) pieces Cork Board (1.2 x 0.90m); one (1) piece Document Tray (4 layer); etc... for use of Provincial Engineer's Office.

APPROVED BUDGET FOR THE CONTRACT (ABC):Php 314,588.00

ITEM NO.	ITEM & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL AMOUNT
1	Printer w/ Scanner	5	unit		
	- feeder for 8.5 x 13 size paper				
2	Cork Board (1.2m x 0.90m)	5	piece		
3	Document Tray 4 Layer	1	piece		
4	Paper Cutter with paper adjuster and paper	1	piece		
	size indicator, Heavy Duty				
5	Paper Shredder (Shed-X Ultra Cross -Cut)	2	unit		
6	White Board Wall Mounted 1.20x 2.40 cm	2	piece		
7	White Board with Stand Back to Back	1	piece		
	120 x 2.40 cm				
8	Blower	1	piece		
9	Electric Insect Killer	2	piece		
10	Electric Drill Heavy Duty	1	unit		
11	Grinder, 220V	1	piece		
12	Digital Caliper, 6" (150mm), 0.01m	3	unit		
13	Meter Tape, 50 meters	4	piece		
14	Meter Tape, 100 meters	5	piece		
15	Megaphone 50 watts	2	unit		
16	External Hard Disk Drive, 1TB, 2.5" HDD, USB 3.0	4	unit		
17	External Hard Disk Drive, 2TB, 2.5" HDD, USB 3.0	4	unit		
18	Uninterruptible Power Supply (UPS)	5	unit		

TOTAL AMOUNT: _____

Total Amount in Words: _____
_____

PROCUREMENT TERMS AND CONDITIONS

1.Suppliers shall provide complete, correct, and accurate information required in this **Request for Quotation (RFQ),** the form for which may be acquired at the 2nd Floor BAC Office, Provincial Capitol Compound, Kumintang Ibaba, Batangas City or downloaded from the herein Associated Components.To ensure that the official,legal and original RFQ form is submitted, **ONLY** RFQ forms stamped with the BAC seal will be accepted by the BAC Office for this purpose.

2. Submit two (2) copies (1 original and 1 photocopy) of RFQ form together with the documentary requirements mentioned below:

- PhilGEPS Registration Number/Certificate;
- Registration Certificate from SEC, DTI for sole proprietorship/CDA for Cooperative
- Valid 2026 Mayor's/Business Permit;
- Certificate of Registration BIR
- Professional License/CV (for Consulting Services)
- Notarized Omnibus Sworn Statement (OSS).
- Notarized Authority of the signatory if executed by its duly authorized representative
- Licensed to Operate (LTO) and Certificate of Product Registration issued by the Food and Drug Administration (For Drugs and Medicines Only)

Every envelope must be sealed,labeled (Original and Copy 1), and bear a signature across the seal flap in order to protect the integrity and transparency of the submitted envelopes. If the submission will be made by a representative, a notarized authorization letter with a valid company ID must be presented. The sealed envelopes must be submitted personally at 2nd Floor BAC Office, Provincial Capitol Compound, Kumintang Ibaba, Batangas City not later than **February 23, 2026, 9:00 A.M.**

3. Price quotations shall be:

- Valid for thirty (30) calendar days from submission;
- Denominated in Philippine Peso; and
- Inclusive of all applicable taxes, duties, and levies.

4. The contract shall be awarded to the supplier with the **Lowest Calculated Responsive Quotation (LCRQ)**, compliant with all technical requirements and conditions herein.

5. Quotations that exceed the Approved Budget for the Contract (ABC) shall be automatically rejected.

6. In the event that two (2) or more suppliers are determined to have submitted the Lowest Calculated and Responsive Quotation (LCRQ), the PGOB/BAC shall resolve the tie through the method of "drawing of lots," pursuant to procurement rules.

7. Delivery period shall be within **fifteen (15) calendar days** upon receipt of the Purchase Order.

8. Delivery of items shall be made in accordance with the supplier's accepted offer.

9. All delivered items shall be subject to inspection by the PGOB/BAC on the scheduled date and time. Acceptance and acknowledgment of delivery shall only be made upon full compliance with the required technical specifications.

10. Suppliers must be able to identify and present service centers or satellite offices within Batangas Province through which issues with the delivered items may be addressed and resolved during the duration of the warranty period.

11. The Procuring Entity reserves the right to cancel or terminate the contract at any time in accordance with Republic Act No. 12009 (amending RA 9184) and its Implementing Rules and Regulations (IRR).

I have read and fully understood the Procurement Terms and Conditions stated in this Request for Quotation (RFQ). By signing below, I hereby agree to comply with and be bound by said Terms and Conditions.

Company Name:		**TIN:**	
Address:		**Email Address:**	
Contact No.:		**PhilGEPS Reg. No.**	
Authorized Representative :	**Signature over Printed Name**	**Date:**	_____