



Republic of the Philippines  
**MUNICIPAL GOVERNMENT OF TERESA**

Rizal Province  
Municipal Hall, Corazon C. Aquino Avenue, Barangay Poblacion  
Teresa, Rizal 1880  
[MayorsOfficeTeresaRizal@gmail.com](mailto:MayorsOfficeTeresaRizal@gmail.com)  
PLDT No. (02) 8250.6800

**BIDS AND AWARDS COMMITTEE**

**REQUEST FOR QUOTATION**  
(Reference No: 200-2506-0027)

The Municipality of Teresa through its Bids and Awards Committee, will undertake the **Equipment and Supplies for Special Needs Education Program** for the item/s stated below, in accordance with **RA 12009 – Small Value Procurement** of the Revised Implementing Rules and Regulations of Republic Act No. 9184.

DESCRIPTION	APPROVED BUDGET OF CONTRACT Inclusive of VAT
Equipment and Supplies for Special Needs Education Program	P 124,905.00

Award of Contract shall be made to the bidder with the lowest quotation for the subject item (s) which comply with the minimum technical specifications and other terms and conditions stated herein.

**DOCUMENTS FOR SUBMISSION**

1. Valid and current Mayor's Permit (certified true copy)
2. PhilGEPS Registration Number
3. Tax Clearance
4. Omnibus Sworn Statement

Quotations/ proposals and documentary requirements may be placed in sealed envelope and must be delivered/ submitted to the address below on or before August 4, 2025 at 12:00NN. Late proposals shall not accept.

Please quote your lowest net price to the government taxes/ VAT included, stating the terms of payment and the shortest time of delivery of the items per specifications indicated above and furnishing description, brochures, catalog and/or literature, if available. In case you are the exclusive manufacturer/ distributor/ dealer in the locality, state so in your quotation.

NOTE: Please submit quotation (HARD COPY) and required documents in a **SEALED ENVELOPE** to:

## **BIDS AND AWARDS COMMITTEE**

### **Municipal Government of Teresa, Rizal**

Municipal Hall, Corazon C. Aquino Avenue, Barangay Poblacion  
Teresa, Rizal 1880

The BAC reserved the right to accept or reject any quotations/ proposals, and to annul the procurement process and reject all quotations/proposals at any time prior to Contract Award, without thereby incurring any liability to the affected bidder or bidders. Municipality of Teresa- BAC also reserves the right to waive any required formality in the proposals received and select the proposal which it determines to be the most advantageous to the government.

For further information, please refer to:

**Sherylene Villarin**

BAC Secretariat

PLDT No. (02) 8250.6800 loc 518

Email: [sherylenevillarin26@gmail.com](mailto:sherylenevillarin26@gmail.com)

*(SIGNED)*

**ENGR. PETERSON Z. DEMEN**

Chairperson, Bids and Awards Committee

**PRICE QUOTATION FORM**

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the item/s as follows:

1	pc	Metal File Cabinet with Cover (18cmx80cm)
4	pc	Table 40x80
4	pc	Epson Ink, Black
4	pc	Epson Ink, Cyan
4	pc	Epson Ink, Magenta
4	pc	Epson Ink, Yellow
10	pc	Multi-purpose paper, Short 70gsm
2	gallon	Glue
2	set	Gymnastic Rubber Matting 2 Layers 2.5cm
2	pc	Tape Dispenser Heavy Duty
4	pack	Laminating Film A4, 10 sheets/pack
4	box	Pencil
200	pc	Ballpen, Black
50	pc	Ballpen, Red
45	pc	Scissor Small
3	box	Pilot White Board Marker Black
20	box	Colors Plastic Crayons 36 colors
20	box	Colors Non- Toxic Washable Drop Shape 24 colors
20	pc	Training Circular Scissor
5	pc	Glue Gun Heavy Duty
2	pc	Tailoring Scissors Heavy Duty
2	kilo	Garter Size 1/2
2	kilo	Garter Size 1/8
2	kilo	Garter Size 1/4
5	pc	Apron, Canvass Cloth
1	set	Set of Silicon Cooking Tool for Baking
1	set	Foldable Play Pen with Balls and Mat 180x200cm
1	set	2 in 1 Slide and Swing Set for Kids

**Amount in Words:** \_\_\_\_\_

The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

Name/ Signature of Representative

Name of Company:

Contact No.