

**REQUEST FOR QUOTATION**

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

Please quote your lowest price on the item/s listed below, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than \_\_\_\_\_.

*J. Maranan*  
**MERIDEN E. MARANAN**  
Vice-Chairperson, Bids and Awards Committee

- NOTES: 1. ALL ENTRIES MUST BE TYPEWRITTEN OR PRINTED LEGIBLY.  
2. DELIVERY PERIOD IS WITHIN **15** CALENDAR DAYS.  
3. WARRANTY SHALL BE FOR A PERIOD OF **SIX (6) MONTHS** FOR SUPPLIES & MATERIALS/**ONE (1) YEAR** FOR EQUIPMENT, FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY.  
4. PRICE VALIDITY SHALL BE VALID FOR A PERIOD OF **30** CALENDAR DAYS.  
5. PHIL-GEPS REGISTRATION CERTIFICATE SHALL BE ATTACHED UPON SUBMISSION OF THE QUOTATION.  
6. BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT BEING OFFERED.

**Title of Procurement:**  
Supply and Delivery of Various Office Supplies (e.g. Record Book, Bond Papers and Signpen, etc.)

**Purpose:**  
For official use for the BD Corridor Project

**Approved Budget for the Contract (ABC):**  
P160,025.00

ITEM NO.	ITEMS/DESCRIPTIONS	QTY./ UNIT	UNIT PRICE	TOTAL PRICE
1	Alcohol, Ethyl, 70%	12 gallons	P	P
2	Record Book, 500 pages	10 pcs	P	P
3	Copy Paper, 80gsm, size: A4	80 rms	P	P
4	Copy Paper, 80gsm, size: Long	35 rms	P	P
5	Bond Paper, 80gsm, size: super long	10 pcs	P	P
6	Ballpoint pen (Black)	84 pcs	P	P
7	Ballpoint pen (Blue)	84 pcs	P	P
8	Ballpoint pen (Red)	12 pcs	P	P
9	Signpen (Black)	10 pcs	P	P
10	Signpen (Blue)	10 pcs	P	P
11	Permanent Marker (Black, Blue, Red) (assorted)	20 pcs	P	P
12	White board Marker (Black, Blue, Red) (assorted)	20 pcs	P	P
13	Highlighter (Pack of 6)	7 packs	P	P
14	Data File Folder	25 pcs	P	P
15	Scotch Tape 1"	5 rolls	P	P
16	Ordinary Brown Envelope Long	100 pcs	P	P
17	Ordinary Brown Envelope Short	25 pcs	P	P
18	Note Pad, Stick on, 76mm x 76mm (3" x 3") min	10 pcs	P	P
19	Index Tab	20 packs	P	P
20	Fastener Metal, 70mm between prongs	2 boxes	P	P
21	Correction Tape	20 pcs	P	P
22	Glue; all purpose, gross weight: 225 grams min	2 pcs	P	P

\*\*\*Continue to next page\*\*\*

Brand : \_\_\_\_\_  
Delivery Period : \_\_\_\_\_  
Warranty : \_\_\_\_\_  
Price Validity : \_\_\_\_\_

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

\_\_\_\_\_  
Printed Name/Signature

\_\_\_\_\_  
Tel. No./Cellphone No.

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Date

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Address \_\_\_\_\_

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MERCEDES E. MARANAN  
Vice-Chairperson, Bids and Awards Committee

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4. PRICE VALIDITY SHALL BE VALID FOR A PERIOD OF 30 CALENDAR DAYS.  
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Page 2 of 2

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23	Expanding Envelope (Long)	100 pcs	P	P
24	Expanding Folder (Long)	100 pcs	P	P
25	Sliding Folder A4 (Clear) color: (Green)	25 pcs	P	P
26	Sliding Folder Long (Clear) color: (Green)	25 pcs	P	P
27	L-Type Plastic Folder A4 (Clear)	100 pcs	P	P
28	L-Type Plastic Folder Long (Clear)	50 pcs	P	P
29	Battery, dry cell AA, 4s pack	12 packs	P	P
30	Battery, dry cell AAA, 4s pack	12 packs	P	P
31	Staple wire standard	7 boxes	P	P
32	Index-Binder divider A4 set of 2 (10 tabs)	40 packs	P	P
33	Index-Binder divider Long set of 2 (10 tabs)	25 packs	P	P
34	Ring Binder A-4 (White) 1/2 inch	5 boxes	P	P
35	Ring Binder A-4 (White) 1 inch	5 boxes	P	P
36	Ring Binder A-4 (White) 1.5 inch	1 pc	P	P
37	Ring Binder Long (White) 1/2 inch	2 pcs	P	P
38	Ring Binder Long (White) 1 inch	2 pcs	P	P
39	Ring Binder Long (White) 1.5 inch	1 pc	P	P
40	Surgical Face Mask N-95 (50 pcs per box)	120 boxes	P	P
41	Epson Ink - 008 (Black)	10 pcs	P	P
42	Epson Ink - 008 (Cyan)	5 pcs	P	P
43	Epson Ink - 008 (Yellow)	5 pcs	P	P
44	Epson Ink - 008 (Blue)	5 pcs	P	P
45	Epson Ink - 008 (Magenta)	5 pcs	P	P
	<p>Additional Requests from Procuring Entity:  <input type="checkbox"/> Please provide sample upon request of end-user  <input type="checkbox"/> Please see full specifications/attached sample design for reference.  <input checked="" type="checkbox"/> Other conditions to this request, please state:  <b>For more info, please contact the end-user at 8924-6031 loc. 248/251</b>  <b>Please indicate brand &amp; model per item</b>  <b>Kindly address all proposals to the Chairperson, Bids and Awards Committee</b></p> <p>Contract shall be awarded to the bidder per:  <input type="checkbox"/> Item basis  <input checked="" type="checkbox"/> Lot basis</p> <p>Bidders must submit the following requirements upon submission of proposal. Non-submission of these requirements shall be grounds for disqualification from the bidding process:</p> <ol style="list-style-type: none"> <li>DTI/SEC Registration Certificate</li> <li>Valid and Current Mayor's Permit</li> <li>PHILGEPS Certificate of Registration</li> <li>BIR Certificate of Registration</li> <li>Omnibus Sworn Statement</li> </ol> <p><b>Important Note:</b>                      -For goods, conforme of the winning bidder must be done within seven (7) calendar days upon serving of the PO.                      -For services, conforme of the winning bidder must be done within fourteen (14) calendar days upon serving of the JO.                      -Notarization of the OSS should be complied with after the award of the contract but before payment pursuant to item 6.3 of GPPB 09-2020</p>		<b>GRAND TOTAL:</b>	P _____

Brand : \_\_\_\_\_  
 Delivery Period : \_\_\_\_\_  
 Warranty : \_\_\_\_\_  
 Price Validity : \_\_\_\_\_

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Printed Name/Signature \_\_\_\_\_

Tel. No./Cellphone No. \_\_\_\_\_

Email Address \_\_\_\_\_

Date \_\_\_\_\_