

BIODIVERSITY MANAGEMENT BUREAU

Quezon Avenue, Diliman, Quezon City
Telefax No. 924-6031 local 220

Date: **18 Oct 21**
Quotation No: **0313-10-21**

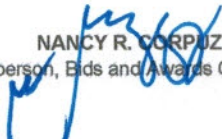
REQUEST FOR QUOTATION

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 _____.

NANCY R. CORPIZ
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

Purpose:
For official use of BMB

Approved Budget for the Contract (ABC):
P 165,500.00

ITEM NO.	ITEMS/DESCRIPTIONS	QTY./ UNIT	UNIT PRICE	TOTAL PRICE
1	Highlighter <i>Specifications:</i> assorted color, 3 pcs/pack	100 packs	P _____	P _____
2	Sticky Notes 2x3	300 pads	P _____	P _____
3	Sticky Notes 3x3	300 pads	P _____	P _____
4	Sticky Notes 4x4	300 pads	P _____	P _____
5	Masking Tape <i>Specifications:</i> 100m, 2 inches	400 rolls	P _____	P _____
6	Permanent Marker (Black)	400 pcs	P _____	P _____
7	Packaging Tape <i>Specifications:</i> 100m, 2 inches	400 rolls	P _____	P _____
8	Ballpen (Black)	400 pcs	P _____	P _____
9	Uniball Sign pen (Blue) <i>Specifications:</i> Gel Impact RT 1.0	50 pcs	P _____	P _____
10	Uniball Sign pen (Black) <i>Specifications:</i> Gel Impact RT 1.0	50 pcs	P _____	P _____
11	White Board Marker (Black)	400 pcs	P _____	P _____
	* Kindly address all proposals to the Chairperson, Bids and Awards Committee		TOTAL :	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: For inquiries, please contact: 8924-6031 loc. 220/221 Contract shall be awarded to the bidder per: <input type="checkbox"/> Item basis <input checked="" type="checkbox"/> Lot basis Bidders must submit the following requirements:" 1. DTI/SEC Registration Certificate 2. Mayor's Permit 3. PHILGEPS Certificate of Registration 4. BIR Certificate of Registration (2303) 5. Omnibus Sworn Statement Important Note: 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. *Non-submission of these requirements may be grounds for disqualification from the bidding process.				

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