



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

Date: **18-Feb-21**
Quotation No: **0034-02-21**

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 _____.

Rachelle Jenine D. Abuel
RACHELLE JENINE D. ABUEL
Head, BAC Secretariat

- 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 341,000.00

ITEM NO.	ITEMS/DESCRIPTIONS	QTY./ UNIT	UNIT PRICE	TOTAL PRICE
1	Multi Copy Paper - 80 gsm size: 210mm x 297mm (A4)	1000 reams	P _____	P _____
2	Correction Tape	400 pcs	P _____	P _____
3	Ballpen, Black	400 pcs	P _____	P _____
4	Ballpen, Blue	400 pcs	P _____	P _____
5	Ballpen, Red	100 pcs	P _____	P _____
6	Signpen, Black (Uniball or equivalent brand)	300 pcs	P _____	P _____
7	Signpen, Blue (Uniball or equivalent brand)	300 pcs	P _____	P _____
8	Battery AA	100 pcs	P _____	P _____
			TOTAL:	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 type="checkbox"/> Other conditions to this request, please state: _____</p> <p>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</p> <p><small>*Non-submission of these requirements shall be grounds for disqualification from the bidding process.</small></p>				

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