

**BIODIVERSITY MANAGEMENT BUREAU**

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

Date: **18 May 23**  
Quotation No: **0228-05-23**  
PR No. **0523.113**

**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 \_\_\_\_\_.

*ANSON M. TAGRAG*  
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 (Bond Paper, Envelope etc.)

**Purpose:**  
For official use of ABS Project

**Approved Budget for the Contract (ABC):**  
P138,415.00

Page 1 of 3

ITEM NO.	ITEMS/DESCRIPTIONS	QTY./ UNIT	UNIT PRICE	TOTAL PRICE
1	Bond Paper, A-4	45 reams	P	P
2	Bond Paper, legal	25 reams	P	P
3	ENVELOPE, Documentary, A4 , 10 pcs/pack	20 packs	P	P
4	ENVELOPE, Documentary, Legal, 10 pcs/pack	20 packs	P	P
5	Practical CALCULATOR	2 units	P	P
	Specifications: 12 digits Extra Large display Compact Desk type			
6	PENCIL SHARPENER, manual, desk type	2 pcs	P	P
7	STAPLE REMOVER, Plier-type	9 pcs	P	P
8	Ballpoint pen, fine point, black, .3mm, 12pcs/box	2 box	P	P
9	Ballpoint pen, fine point, black, .5mm, 12pcs/box	2 box	P	P
10	Ballpoint pen, fine point, blue, .3mm, 12pcs/box	2 box	P	P
11	Ballpoint pen, fine point, blue, .5mm, 12pcs/box	2 box	P	P
12	Battery, size AA , 4pcs/packet	2 packs	P	P
13	Battery, size AAA, 4pcs/packet	2 packs	P	P
14	Data folder, with finger ring, (3"x9"x15")	10 pcs	P	P
15	Arch File, 3 Rings Binder, 3 IN, A4, Black	10 pcs	P	P
16	Folder, pressboard, plain, legal	100 pcs	P	P
17	Folder, pressboard, plain, A4	100 pcs	P	P
18	Folder, morocco, for legal size	100 pcs	P	P
19	Folder, morocco, for A4 size	100 pcs	P	P
20	Paper, photo, 80 gsm., A4 for laser printer, 10 sheets/pack	10 packs	P	P

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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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Chairperson, Bids and Awards Committee

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21	Sticker Paper A4 80 GSM 10S Matte, 10 sheets/pack	10 packs	P	P
22	Sticker Paper A4 Glossy 10 sheets/pack	10 packs	P	P
23	Metacards 500 sheets (multicolored, pre-cut)	4 packs	P	P
24	Special paper for certificates (white) A4, 10 sheets/pack	30 packs	P	P
25	Board paper 200 GSM (White) A4, 10 sheets/pack	10 packs	P	P
26	Specialty Paper 220 GSM (Cream) Short 10s	10 packs	P	P
27	Specialty Paper 220 GSM (Cream) Long 10s	10 packs	P	P
28	White Folder (Short) 10pcs/pack	10 packs	P	P
29	White Folder (Long) 10pcs/pack	10 packs	P	P
30	Paper Trimmer 18x15 in (wood)	1 pc	P	P
31	Expanding Brown envelope with Garter, Legal	50 pcs	P	P
32	Tape Dispenser, Black	1 pc	P	P
33	Double sided Tape, Tissue, 18mmx30m, big roll	1 pc	P	P
34	Double sided Tape, foam, 18mmx5m	1 pc	P	P
35	Heavy Duty Stapler (allows up to 200sheets of paper stacks)	1 pc	P	P
36	Storage Box with lid, Plain, Black, 9x10x15	15 pcs	P	P
37	Tape Flags, Sign Here, 1x3IN, 20s, multicolored	18 pcs	P	P
38	Tape Flags, Sign Here, 1x1.71IN, 50s, yellow	9 pcs	P	P
39	Stamp Pad (Blue) 4.75x3.125 IN	2 pcs	P	P
40	Stamp Pad Ink (Blue) 30 ml	2 pcs	P	P
41	Sign pen, 1.0	12 pcs	P	P
42	Sign pen, black-blue, 12pcs/box	12 box	P	P
43	Correction Tape 5mmx12m	18 pcs	P	P

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Tel. No./Cellphone No.

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

\_\_\_\_\_  
Date

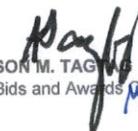


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44	Post-It, 3"x3" , Neon, 5 colors	10 pcs	P	P
45	Post-It, 1.5"x2" 100s 5 colors	10 pcs	P	P
46	Post-It, 4"x6" 100s 4 colors	5 pcs	P	P
47	Post-It, 5"x12" Page Markers, 100s, Neon, 5 pads/set	10 pcs	P	P
48	Acrylic Name Tag holder12x13	35 pcs	P	P
49	3 layer office paper tray desk organizer, black stainless steel	10 pcs	P	P
50	Pilot Permanent Markers Broad (Black) 12s	2 box	P	P
51	Pilot Permanent Markers Broad ( Blue) 12s	2 box	P	P
52	Pilot Permanent Markers Broad (Red), 12s	2 box	P	P
53	Clip Foldback 1.62in, 41mm (12pc/box)	15 box	P	P
54	Clip Foldback 1.62in, 41mm (12pc/box)	15 box	P	P
55	Clip Foldback .75in, 19mm (12pc/box)	20 box	P	P
56	Clip Paper Plastic No. 3, 33 mm, 53.2g round vinyl assorted color	10 box	P	P
57	Clip Paper Plastic No. 2, 33 mm, 53.2g triangular vinyl assorted color	10 box	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: For more info, please contact the end-user at 8924-6031 loc. 222 Kindly address all proposals to the Chairperson, Bids and Awards Committee			<b>GRAND TOTAL: P</b> _____	
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 upon submission of proposal. Non-submission of these requirements shall be grounds for disqualification from the bidding process: 1. DTI/SEC Registration Certificate 2. Valid and Current Mayor's Permit 3. PHILGEPS Certificate of Registration 4. BIR Certificate of Registration 5. Omnibus Sworn Statement				
<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				

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