

BIODIVERSITY MANAGEMENT BUREAU

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

Date: **15 Aug 23**
Quotation No: **0395-08-23**
PR No. **0823.054**

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 _____

M. Maranan
MEYDEN 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 Deliver of Various office supplies (e.g. tape transparent and tape masking etc.)

Purpose: _____

For Official use of BMB

Approved Budget for the Contract (ABC): _____

P131,300.00

ITEM NO.	ITEMS/DESCRIPTIONS	QTY./ UNIT	UNIT PRICE	TOTAL PRICE
1	Tape Transparent 2 inch x 100 meters/roll	500 rolls	P	P
2	Tape Transparent 1 inch x 100 meters/roll	500 rolls	P	P
3	Tape masking 1 inch x 100 meters/roll	300 rolls	P	P
4	Plastic Twine 1kilo/roll	60 pcs	P	P
5	Ballpen, Black (0.5)	500 pcs	P	P
6	Correction Tape	500 pcs	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. 221/220 Kindly address all proposals to the Chairperson, Bids and Awards Committee 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 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. -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			GRAND TOTAL:	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