

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 _____.

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ANSON M. TAYTAG
 Chairperson, Bids and Awards Committee
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- 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. Ballpen and Battery etc.)

Purpose: _____
 For official use of CMD

Approved Budget for the Contract (ABC): _____
 P384,359.79

ITEM NO.	ITEMS/DESCRIPTIONS	QTY./ UNIT	UNIT PRICE	TOTAL PRICE
1	BALLPEN , color_ black (10box) & blue (10Box)	20 box	P	P
2	BATTERY, dry cell, AA, 2 pieces per blister pack	30 packs	P	P
3	BATTERY, dry cell, AAA, 2 pieces per blister pack	30 packs	P	P
4	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	40 boxes	P	P
5	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	35 boxes	P	P
6	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	30 boxes	P	P
7	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	25 boxes	P	P
8	CORRECTION TAPE, 5mmx10mm	40 pcs	P	P
9	DATA FILE BOX_ Horizontal Legal_ Black	15 pcs	P	P
10	Double Adhesive Tape_ Thick_ 3m_ white	10 pcs	P	P
11	FOLDER, FANCY, for A4 size documents	20 bundles	P	P
12	FOLDER, FANCY, for legal size documents	20 bundles	P	P
13	FOLDER, L-TYPE, PLASTIC, for A4 size documents	30 pcs	P	P
14	FOLDER, L-TYPE, PLASTIC, for legal size documents	30 pcs	P	P
15	Plastic Expanding Accordion File 13 Pockets w/ Handle Long Size_ Black	20 pcs	P	P
16	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	35 pcs	P	P
17	PAPER, Multi-Purpose (COPY) A4, 70 gsm, 80 gsm	25 boxes	P	P
18	PAPER, Multi-Purpose (COPY) Long, 70 gsm, 80 gms	25 boxes	P	P
19	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)_ white color with green in the hand side	50 pcs	P	P
20	FOLDER, TAGBOARD, for A4 size documents / 100 pcs	1 pack	P	P
21	FOLDER, TAGBOARD, for legal size documents / 100 pcs	1 pack	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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ANSON M. TASTAG
Chairperson, Bids and Awards Committee

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22	GLUE, all purpose, gross weight: 200 grams min	20 jars	P	P
23	HIGHLIGHTER , assorted colors	10 boxes	P	P
24	MARKER, PERMANENT, bullet type, black	3 boxes	P	P
25	MARKER, PERMANENT, bullet type, blue	3 boxes	P	P
26	MARKER, PERMANENT, bullet type, red	3 boxes	P	P
27	MARKER, whiteboard, black, felt tip, bullet type	3 boxes	P	P
28	MARKER, whiteboard, blue, felt tip, bullet type	3 boxes	P	P
29	MARKER, whiteboard, red, felt tip, bullet type	3 boxes	P	P
30	METACARDS, Assorted Colors	120 sets	P	P
31	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	20 pads	P	P
32	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	20 pads	P	P
33	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	20 pads	P	P
34	TAPE, ELECTRICAL, 18mm x 16M min	2 rolls	P	P
35	TAPE, MASKING, width: 24mm (A, A±1mm)	10 rolls	P	P
36	TAPE, MASKING, width: 48mm (A, A±1mm)	10 rolls	P	P
37	TAPE, PACKAGING, width: 48mm (A, A±1mm)	10 rolls	P	P
38	TAPE, TRANSPARENT, width: 24mm (A, A±1mm)	10 rolls	P	P
39	PHOTO PAPER	20 packs	P	P
40	RUBBER BAND, 70mm min lay flat length (#18)	1 box	P	P
41	SCISSORS, symmetrical, blade length: 65mm min	10 pcs	P	P
42	SIGN HERE sticky note	100 tabs	P	P
43	SIGN PEN, BLACK, liquid/gel ink, 0.5mm / 0.3 needle tip	3 boxes	P	P
44	SIGN PEN, BLUE, liquid/gel ink, 0.5/ 0.3mm needle tip	3 boxes	P	P
45	SPECIALTY PAPER / BOARD PAPER A4 220GSM / Cream	50 packs	P	P

Continue to next page

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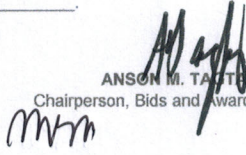
Printed Name/Signature _____ Tel. No./Cellphone No. _____ Email Address _____ Date _____

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ANSON M. TAITING
Chairperson, Bids and Awards Committee

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46	SPECIALTY PAPER / BOARD PAPER_ Legal_ 220GSM / Cream	50 packs	P	P
47	STICKER PAPER_ matte_ white	100 packs	P	P
48	CHARGER FOR RECHARGEABLE BATTERY - Included 4 pcs of AAA batteries	3 pcs	P	P
49	CHARGER FOR RECHARGEABLE BATTERY - Included 4 pcs of AA batteries	3 pcs	P	P
50	Ink - Canon Catridge PGI-35 - Black	50 pcs	P	P
51	Ink- Canon Catrdge CL36-Color	25 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. 207/228/249 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			GRAND TOTAL:	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: 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				

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