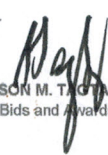


REQUEST FOR QUOTATION

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. T. OTAG
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 (e.g. multicopy A-4, Legal, etc.)

Purpose:

For official use of the ABS Project

Approved Budget for the Contract (ABC):

P149,590.00

Page 1 of 2

ITEM NO.	ITEMS/DESCRIPTIONS	QTY / UNIT	UNIT PRICE	TOTAL PRICE
1	Paper, multicopy, A-4 (5 reams/box)	20 boxes	P	P
2	Paper, multicopy, legal (5 reams/box)	20 boxes	P	P
3	Ballpoint Pen (LV5) 0.5mm Black (50 pcs/box)	2 boxes	P	P
4	Ballpoint Pen (LV5) 0.5mm Blue (50 pcs/box)	2 boxes	P	P
5	Data folder, with finger ring, (3"x9"x15")	36 pcs	P	P
6	Arch File, 3 Rings Binder, 3 IN, A4, Black	120 pcs	P	P
7	Paper, photo, 80 gsm., A4 for laser printer, 10 sheets/pack	10 packs	P	P
8	Sticker Paper A4 80 GSM 10S Matte, 10 sheets/pack	50 packs	P	P
9	Sticker Paper A4 Glossy 10 sheets/pack	50 packs	P	P
10	Specialty Paper 220 GSM (Cream) Short 10s	50 packs	P	P
11	Specialty Paper 220 GSM (Cream) Long 10s	50 packs	P	P
12	Expanding Brown envelope with Garter, Legal	100 pcs	P	P
13	Tape Flags, Sign Here, 1x3IN, 20s, multicolored	18 pcs	P	P
14	Tape Flags, Sign Here, 1x1.71IN, 50s, yellow	9 pcs	P	P
15	Correction Tape 5mmx12m	36 pcs	P	P
16	Post-It, 3"x3" , Neon, 5 colors	10 pcs	P	P
17	Post-It, 1.5"x2" 100s 5 colors	10 pcs	P	P
18	Post-It, 4"x6" 100s 4 colors	5 pcs	P	P
19	Post-It, 5"x12" Page Markers, 100s, Neon, 5 pads/set	10 pcs	P	P
20	Clip Foldback 1.62in, 41mm (12pc/box)	5 boxes	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.

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 _____.

Paul
ANSON M. TAGAP
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 (e.g. multicopy A-4, Legal, etc.)

Purpose:

For official use of the ABS Project

Approved Budget for the Contract (ABC):

P149,590.00

Page 2 of 2

ITEM NO.	ITEMS/DESCRIPTIONS	QTY./ UNIT	UNIT PRICE	TOTAL PRICE
21	Clip Foldback 2in, 51mm (12pc/box)	5 boxes	P	P
22	Clip Foldback .75in, 19mm (12pc/box)	10 boxes	P	P
23	Clip Paper Plastic No. 3, 33 mm, 53.2g round vinyl assorted color	5 boxes	P	P
24	Clip Paper Plastic No. 2, 33 mm, 53.2g triangular vinyl assorted color	5 boxes	P	P
25	Manila Paper	300 pcs	P	P
26	Pilot Permanent Marker, Broad/Bold, black	4 boxes	P	P
27	Pilot Permanent Marker, Broad/Bold, blue	4 boxes	P	P
28	Pilot Permanent Marker, Fine, black	4 boxes	P	P
29	Pilot Permanent marker, Fine, blue	4 boxes	P	P
30	Masking Tape. 1.5 inches	10 pcs	P	P
31	Masking Tape 1 inch	10 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. 222 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. Sign 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 8.3 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