


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. TASTA  
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 and Ink (e.g. Alcohol and Copy paper A4, etc.)  
Purpose: \_\_\_\_\_  
For official use of the BD Corridor  
Approved Budget for the Contract (ABC): \_\_\_\_\_  
P117,610.00

ITEM NO.	ITEMS/DESCRIPTIONS	QTY./ UNIT	UNIT PRICE	TOTAL PRICE
1	Alcohol, Ethyl, 70%	10 gallons	P	P
2	Copy Paper, 80gsm, size: A4	40 rms	P	P
3	Copy Paper, 80gsm, size: Legal	20 rms	P	P
4	Ballpoint pen (black)	50 pcs	P	P
5	Ballpoint pen (blue)	50 pcs	P	P
6	Ballpoint pen (red)	12 pcs	P	P
7	Signpen ( Black )	15 pcs	P	P
8	Signpen ( Blue )	15 pcs	P	P
9	Permanent Marker 5 pcs per color(Black, Blue, Red)	15 pcs	P	P
10	Whiteboard Marker 5 pcs per color (Black, Blue, Red)	15 pcs	P	P
11	Magazine File Folder	25 pcs	P	P
12	Scotch Tape 2"	5 rolls	P	P
13	Scotch Tape 1"	10 rolls	P	P
14	Masking Tape 2"	5 rolls	P	P
15	Masking Tape 1"	10 rolls	P	P
16	Index Tab	20 packs	P	P
17	Fastener Metal, 70mm between prongs	5 boxes	P	P
18	Correction Tape	15 pcs	P	P
19	Glue; all purpose, gross weight: 225 grams min	2 pcs	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.

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ANSON M. TAGTAG  
Chairperson, Bids and Awards Committee

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ITEM NO.	ITEMS/DESCRIPTIONS	QTY./ UNIT	UNIT PRICE	TOTAL PRICE
20	Expanding Envelope ( Long)	100 pcs	P	P
21	Expanding Folder ( Long)	100 pcs	P	P
22	Staple Wire Standard	7 boxes	P	P
23	Staple Wire Heavy Duty No. 23/13)	3 packs	P	P
24	Sticket Paper (Mattre)	30 packs	P	P
25	Index Binder Divider A4 Set of 2 (10 tabs)	25 packs	P	P
26	Index Binder Divider Ion Set of 2 (10 tabs)	25 packs	P	P
27	Face Mask KF 94 (Black & White 50 pcs box)	120 boxes	P	P
28	Epson Ink-008 Black	10 pcs	P	P
29	Epson Ink-008 Cyan	5 pcs	P	P
30	Epson Ink-008 Yellow	5 pcs	P	P
31	Epson Ink-008 Blue	5 pcs	P	P
32	Epson Ink-008 Magenta	5 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. 248/251 Kindly address all proposals to the Chairperson, Bids and Awards Committee			GRAND TOTAL:	P _____
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 6.3 of GPPB 09-2020				

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