

BIODIVERSITY MANAGEMENT BUREAU

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

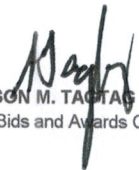
Date: 12-Apr-24
 Quotation No: 0166-04-24
 PR No. 0424.015-016

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. TAGTAS
 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 IT Equipment and Office supplies (e.g. Voice Recorder and External Hard Drive 1TB and 5TB, etc.)

Purpose:
 For official use of the 3rd National Protected Area Conference

Approved Budget for the Contract (ABC):
 P72,400.00

ITEM NO.	ITEMS/DESCRIPTIONS	QTY./ UNIT	UNIT PRICE	TOTAL PRICE
1	Voice Recorder <i>Technical Specifications:</i> 4GB built-in internal memory SD card slot expandable to 32GB USB direct connection Auto voice recording-reduce background noise Focus and wide-stereo recording	4 pcs	P _____	P _____
2	External Hard Drive, 1TB, 3.0	2 pcs	P _____	P _____
3	External Hard Drive, 5TB, 3.0	1 pc	P _____	P _____
4	Battery, size AAA, alkaline, (4pcs/pack)	10 pcs	P _____	P _____
5	Extensions wire, 6ft, 3-gang	5 pcs	P _____	P _____
6	USB flash drive, 32GB, 3.0	20 pcs	P _____	P _____
7	Board Paper, 10sheets/pack	30 packs	P _____	P _____
8	Speciality Board Paper, 200gsm, 10sheets/pack	55 packs	P _____	P _____
9	Brown Paper, short	450 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.

Printed Name/Signature _____

Tel. No./Cellphone No. _____

Email Address _____

Date _____

BIODIVERSITY MANAGEMENT BUREAU

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PR No. **0424.015-016**

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10	Frame, A4, akrylic	20 pcs	P _____	P _____
11	Bond Paper, long	2 reams	P _____	P _____
12	Ballpen, black	20 pcs	P _____	P _____
13	Clipboard, long	10 pcs	P _____	P _____
14	Colored sticker	5 packs	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. 232/233/234/235 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 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		GRAND TOTAL:	P _____

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Warranty : _____
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Printed Name/Signature

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Email Address

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