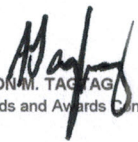


Date: 4-Apr-24
Quotation No: 0155-04-24
PR No. 0424.008

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. TAGTAG
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. Ballpen and Data file folder, etc.)

Purpose:
For official use of the BMB

Approved Budget for the Contract (ABC):
P318,000.00

ITEM NO.	ITEMS/DESCRIPTIONS	QTY./ UNIT	UNIT PRICE	TOTAL PRICE
1	Ballpen 0.5 (Black)	600 pcs	P	P
2	Ballpen 0.5 (Blue)	600 pcs	P	P
3	Signpen 1.0 (Black)	600 pcs	P	P
4	Signpen 1.0 (Blue)	600 pcs	P	P
5	Data File Folder with Finger Ring	1,000 pcs	P	P
	<i>Technical Specifications</i>			
	Made of Chipboard, Taglia Lock Size: Legal Color: Blue			
6	Sticky Note Pad 2x3	400 pads	P	P
7	Sticky Note Pad 3x3	400 pads	P	P
8	Sticky Note Pad 4x3	400 pads	P	P
9	Insecticides Multi Insect Control 500ml	100 cans	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 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, conforms of the winning bidder must be done within seven (7) calendar days upon serving of the PO. -For services, conforms 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.