

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 (e.g. Scissors and Roller ball point pen, etc.)

**Purpose:**  
 For official use of the CMD

**Approved Budget for the Contract (ABC):**  
 ₱57,050.00

ITEM NO.	ITEMS/DESCRIPTIONS	QTY./ UNIT	UNIT PRICE	TOTAL PRICE
1	<b>Multi-purpose scissors</b> <i>Technical Specifications:</i> stainless steel precision sharpened blades soft comfort grip handle 7 inch tension adjustable screw	10 pcs	P _____	P _____
2	<b>Rollerball point pen</b> <i>Technical Specifications:</i> Color: Black - 10 pcs Blue - 10 pcs	20 pcs	P _____	P _____
3	<b>Calligraphy pen 1.0 mm (black)</b>	20 pcs	P _____	P _____
4	<b>Stapler</b> <i>Technical Specifications:</i> Standard 26/2 20 Sheets Half Strip Advance Metal with built-in stapler remover	10 pcs	P _____	P _____
5	<b>Tape Flag 20x48mm Film Please Sign</b>	20 packs	P _____	P _____
6	<b>Correction tape 5mm x 6m</b>	10 pcs	P _____	P _____
7	<b>White Board Marker Bullet (black) (12pcs/box)</b>	1 box	P _____	P _____
8	<b>White Board Marker Bullet (blue) (12pcs/box)</b>	1 box	P _____	P _____
9	<b>White Board Marker Bullet (red) (12pcs/box)</b>	1 box	P _____	P _____
10	<b>Sticky note 75x25 (100 sheets)</b>	10 packs	P _____	P _____

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Brand : \_\_\_\_\_  
 Delivery Period : \_\_\_\_\_  
 Warranty : \_\_\_\_\_  
 Price Validity : \_\_\_\_\_

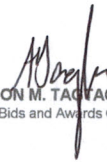
After having carefully read and accepted your Request for Quotation, I/We quote you on the item at prices noted above.

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11	<b>Sticky note 75x25 (100 sheets)</b>	5 packs	P	P
12	<b>3-Color Sticky Note - Checklist 3x10 sheets</b>	5 packs	P	P
13	<b>Multi-purpose glue (130g)</b>	10 pcs	P	P
14	<b>Magazine File, white (2pcs)</b> <i>Technical Specifications:</i> Steel, Powder coating 9½x13x3½" and 10x13x4" Protective pads underneath Main part: Steel, Powder coating Scratch protection: 100 %polyester	20 pcs	P _____	P _____
15	<b>Desk organizer, white, 25x20 cm</b> <i>Technical Specifications:</i> Width: 25 cm (9 ¾ ") Depth: 20 cm (7 ¾ ") Height: 20 cm (7 ¾ ") Four soft plastic feet are included Main part: Steel, Powder coating Scratch protection: 100 %polyester	10 pcs	P _____	P _____
16	<b>Colored Pastel Push Pins (100pcs) - 23 mm</b>	2 packs	P	P
17	<b>Mechanical Pencil with eraser (3pcs)</b>	5 packs	P	P
18	<b>Mechanical Pencil refill (48pcs)</b>  Additional Requests from Procuring Entity: [ ] Please provide sample upon request of end-user [ ] Please see full specifications/attached sample design for reference. <b>[X] Other conditions to this request, please state:</b> <b>For more info, please contact the end-user at 0953-760-1979/8924-6031 loc. 228/249</b> <b>Kindly address all proposals to the Chairperson, Bids and Awards Committee</b> Contract shall be awarded to the bidder per: [ ] Item basis <b>[X] Lot basis</b>  <b>Bidders must submit the following requirements upon submission of proposal. Non-submission of these requirements shall be grounds for disqualification from the bidding process:</b>  1. DTI/SEC Registration Certificate 2. Valid Mayor's/Business Permit 3. PHILGEP'S Certificate of Registration 4. BIR Certificate of Registration (2303) 5. Sign Omnibus Sworn Statement (OSS)  <b>Important Note:</b> -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	1 pack	P	P
			<b>GRAND TOTAL:</b>	P _____

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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 \_\_\_\_\_