


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. TANTIAG
 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. kits bag and Notebook etc.)

Purpose: _____

For official use of the NPD

Approved Budget for the Contract (ABC): _____

₱120,050.00

ITEM NO.	ITEMS/DESCRIPTIONS	QTY./ UNIT	UNIT PRICE	TOTAL PRICE
1	A1 size Mylar Film	10 rolls	P _____	P _____
2	A1 size Plain Paper	10 rolls	P _____	P _____
3	Kit Bags <i>Technical Specifications:</i> Material: Eco-Friendly, with enclosed zippers Multi handle feature Dimensions: L 48 x W 43.5 x H 19 cm	90 pcs	P _____	P _____
4	Notebook <i>Technical Specifications:</i> Hard bound Length: 8.35cm Width: 5.7cm (hardbound notebook or 2025 planner)	90 pcs	P _____	P _____
5	Ballpen <i>Technical Specifications:</i> Retractable Ballpoint pen (Blue)	90 pcs	P _____	P _____
6	Sticky Paper <i>Technical Specifications:</i> A4 80GSM 10 sheets glossy 19mm circle plain 100 sheets 28x104mm 24 sheets 4 Labels Per Sheets	30 packs	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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 ₱120,050.00

ITEM NO.	ITEMS/DESCRIPTIONS	QTY./ UNIT	UNIT PRICE	TOTAL PRICE
7	<p>Sticky Flags</p> <p><i>Technical Specifications:</i></p> <p>Different colors, 100 sheets</p> <p>Tape Flag 20x48mm Film Please Sign</p> <p>Tape Flag 25x75mm Neon 80Sheets 3 colors</p>	30 packs	P _____	P _____
8	<p>Parchment paper</p> <p><i>Technical Specifications:</i></p> <p>Short</p> <p>85GSM</p> <p>10 sheets</p> <p>Additional Requests from Procuring Entity:</p> <p><input type="checkbox"/> Please provide sample upon request of end-user</p> <p><input type="checkbox"/> Please see full specifications/attached sample design for reference.</p> <p><input checked="" type="checkbox"/> Other conditions to this request, please state:</p> <p>For more info, please contact the end-user at 0953-760-1979/8924-6031 loc. 232/233/234</p> <p>Kindly address all proposals to the Chairperson, Bids and Awards Committee</p> <p>Contract shall be awarded to the bidder per:</p> <p><input type="checkbox"/> Item basis</p> <p><input checked="" type="checkbox"/> Lot basis</p> <p>Bidders must submit the following requirements upon submission of proposal. Non-submission of these requirements shall be grounds for disqualification from the bidding process:</p> <ol style="list-style-type: none"> 1. DTI/SEC Registration Certificate 2. Valid Mayor's/Business Permit 3. PHILGEPS Certificate of Registration 4. BIR Certificate of Registration (2303) 5. Sign Omnibus Sworn Statement (OSS) <p>Important Note:</p> <p>-For goods, conforme of the winning bidder must be done within seven (7) calendar days upon serving of the PO.</p> <p>-For services, conforme of the winning bidder must be done within fourteen (14) calendar days upon serving of the JO.</p> <p>-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</p>	25 packs	P _____	P _____
			GRAND TOTAL:	P _____

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