


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. TAGAS
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 Battery etc.)

Purpose:
For official use of the CMD

Approved Budget for the Contract (ABC):
₱420,452.82

ITEM NO.	ITEMS/DESCRIPTIONS	QTY./ UNIT	UNIT PRICE	TOTAL PRICE
1	BALLPEN , color_ black (30box) & blue (10Box) RED (10 box)	50 boxes	P	P
2	BATTERY, AA, 2 pcs per blister pack	20 packs	P	P
3	BATTERY, AAA, 2 pcs per blister pack	20 packs	P	P
4	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	10 boxes	P	P
5	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	10 boxes	P	P
6	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	10 boxes	P	P
7	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	10 boxes	P	P
8	CORRECTION TAPE, 5mmx10mm	20 pcs	P	P
9	Double Adhesive Tape_Thick_3m	30 pcs	P	P
10	FOLDER, FANCY, for A4 size documents	20 bundle	P	P
11	FOLDER, FANCY, for legal size documents	20 bundle	P	P

*****Continue to next page*****

Brand : _____
Delivery Period : _____
Warranty : _____
Price Validity : _____


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12	FOLDER, L-TYPE, PLASTIC, for A4 size documents	10 packs	P	P
13	FOLDER, L-TYPE, PLASTIC, for legal size documents	10 packs	P	P
14	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	20 pads	P	P
15	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	20 pads	P	P
16	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	20 pads	P	P
17	NOTEBOOK,STENOGRAPHER, spiral, 40 leaves	20 pcs	P	P
18	PAPER, Multi-Purpose (COPY) A4, 70 gsm, 80 gsm	10 boxes	P	P
19	PAPER, Multi-Purpose (COPY) Long, 70 gsm, 80 gms	10 boxes	P	P
20	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)_white color with green in the hand side	20 boxes	P	P
21	MARKER, PERMANENT, bullet type, black	10 boxes	P	P
22	MARKER, PERMANENT, bullet type, blue	10 boxes	P	P

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Tel. No./Cellphone No. _____

Email Address _____

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Title of Procurement:
Supply and Delivery of Various Office Supplies and Ink Cartridge (e.g. Ballpen and Battery etc.)

Purpose:
For official use of the CMD

Approved Budget for the Contract (ABC):
P420,452.82

ITEM NO.	ITEMS/DESCRIPTIONS	QTY./ UNIT	UNIT PRICE	TOTAL PRICE
23	MARKER, PERMANENT, bullet type, red (12 pcs/box)	10 boxes	P	P
24	MARKER, whiteboard, black, felt tip, bullet type (12 pcs/box)	10 boxes	P	P
25	MARKER, whiteboard, red, felt tip, bullet type (12 pcs/box)	10 boxes	P	P
26	METACARDS, Assorted Colors	20 packs	P	P
27	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	20 pads	P	P
28	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	20 pads	P	P
29	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	20 pads	P	P
30	Box File with built in cover (15.5 x 5.5 x 11) color (Black)	25 boxes	P	P
31	Filling Storage Box with Lid 11" x 15 5/8" x 11" (WxLxH) color balck	10 boxes	P	P
32	Magazine File Box - Double with divider (15.5 x 4.5 x 9.5) Color Black	10 boxes	P	P
33	Ink - Canon Catridge PGI-35 - Black	40 pcs	P	P

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ITEM NO.	ITEMS/DESCRIPTIONS	QTY/ UNIT	UNIT PRICE	TOTAL PRICE
34	Ink- Canon Catrdge CL36-Color	40 pcs	P	P
35	Ink- Canon Cartridge CL57-Color	15 pcs	P	P
36	Ink- Canon Cartridge PG 47- Black	10 pcs	P	P
37	Ink - Epson Liquid L1455 - Black 774	10 pcs	P	P
38	Ink - Epson Liquid 1455 - CYAN 664	10 pcs	P	P
39	Ink - Epson Liquid 1455 - Magenta 664	10 pcs	P	P
40	Ink -Epson Liquid 1455 - Yellow 664	10 pcs	P	P
41	Ink - Epson wifi 100 - Cartridge (Colored 290)	20 pcs	P	P
42	Ink - Epson wifi 100 - Cartridge (Black 289)	25 pcs	P	P
43	TAPE, ELECTRICAL, 18mm x 16M min	1 roll	P	P
44	TAPE, MASKING, width: 24mm (Ã,Â±1mm)	5 rolls	P	P

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ANSON M. TASTAG
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- 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.
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ITEM NO.	ITEMS/DESCRIPTIONS	QTY./ UNIT	UNIT PRICE	TOTAL PRICE
45	TAPE, MASKING, width: 48mm (Ã,Â±1mm)	5 rolls	P	P
46	TAPE, PACKAGING, width: 48mm (Ã,Â±1mm)	10 rolls	P	P
47	TAPE, TRANSPARENT, width: 24mm (Ã,Â±1mm)	15 rolls	P	P
48	Stapler No. 35 with staple remover LxWxH (5cm x 5.2cm x 12.8cm)	25 pcs	P	P
49	SCISSORS, symmetrical, blade length: 65mm min	20 pairs	P	P
50	SIGN HERE sticky note	100 tabs	P	P
51	SIGN PEN, BLACK, liquid/gel ink, 0.5mm / 0.3 needle tip	3 boxes	P	P
52	SIGN PEN, BLUE, liquid/gel ink, 0.5/ 0.3mm needle tip	3 boxes	P	P
53	SPECIALTY PAPER / BOARD PAPER_A4_220GSM (10pack) Legal_220GSM (5pack)	15 packs	P	P

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ITEM NO.	ITEMS/DESCRIPTIONS	QTY./ UNIT	UNIT PRICE	TOTAL PRICE
54	STICKER PAPER_matte_white	10 packs	P	P
55	Sharpee 24pcs	8 packs	P	P
56	Manila Paper	50 pcs	P	P
57	Flip Chart (60gsm) (25 sheets) (color- white) 90x 60cm	5 rolls	P	P
58	Tobleron Acrylic 12 x 3 x3 inc (Name Holder)	20 pcs	P	P
59	Storage Box 58L Clear 55 x 38.5 x 23.5cm	6 boxes	P	P
60	Pencil lead with eraser, wood cased hardness HB # 1 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: <u>For more info, please contact the end-user at 0953-760-1979/8924-6031 loc. 228/249</u> <u>Kindly address all proposals to the Chairperson, Bids and Awards Committee</u> 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/Business Permit 3. PHILGEPS Certificate of Registration 4. BIR Certificate of Registration (2303) 5. Sign Omnibus Sworn Statement (OSS) 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	5 boxes	P _____	P _____
			GRAN TOTAL:	P _____

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