


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. Binder Clip 2" and Bond Paper A4 etc.)

Purpose:

For official use of the NAPWC

Approved Budget for the Contract (ABC):

₱276,130.70

Page 1 of 5

ITEM NO.	ITEMS/DESCRIPTIONS	QTY./ UNIT	UNIT PRICE	TOTAL PRICE
1	Binder clip 2"	25 boxes	P	P
2	Binder clip 1 1/4"	25 boxes	P	P
3	Bond Paper A4 120 GSM	200 reams	P	P
4	Bond Paper Legal 120 GSM	200 reams	P	P
5	Certificate Paper A4 180 GSM	100 packs	P	P
6	Certificate Sleeves A4	100 pcs	P	P
7	Correction Tape 8m	100 pcs	P	P
8	Envelope Brown Long	100 pcs	P	P
9	Envelope Brown Short	100 pcs	P	P
10	Expanding Folder Long	100 pcs	P	P
11	Metal Fastener	10 boxes	P	P

Continue to next page

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

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Printed Name/Signature _____

Tel. No./Cellphone No. _____

Email Address _____

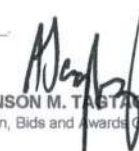
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ANSON M. TABITAS
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Supply and Delivery of Various Office Supplies (e.g. Binder Clip 2" and Bond Paper A4 etc.)

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ITEM NO.	ITEMS/DESCRIPTIONS	QTY./ UNIT	UNIT PRICE	TOTAL PRICE
12	Glue, all purpose 200 grams	20 jars	P	P
13	Highlighter (20 pcs yellow green, 15 orange and 15 pcs blue)	50 pcs	P	P
14	Index Tabs 44×12mm	40 packs	P	P
15	"Sign Here" Index Tabs 44 x 25mm	40 packs	P	P
16	Laminating Film 125 microns	5 boxes	P	P
17	Paper Clip 25mm	12 boxes	P	P
18	Black Pen (0.5)	20 packs	P	P
19	Blue Pen (0.5)	20 packs	P	P
20	#2 Pencil	10 boxes	P	P
21	Pentel Pen Black Permanent	30 pcs	P	P
22	Pentel Pen Black Whiteboard	30 pcs	P	P

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Supply and Delivery of Various Office Supplies (e.g. Binder Clip 2" and Bond Paper A4 etc.)

Purpose: _____

For official use of the NAPWC

Approved Budget for the Contract (ABC): _____

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ITEM NO.	ITEMS/DESCRIPTIONS	QTY./ UNIT	UNIT PRICE	TOTAL PRICE
23	Pentel Pen Blue Permanent	30 pcs	P	P
24	Pentel Pen Blue Whiteboard	30 pcs	P	P
25	Photo Paper 220 GSM	10 boxes	P	P
26	Plastic spiral coil binding	2 boxes	P	P
27	Post-it 3"x 3"	50 pads	P	P
28	Post-it 4"x 3"	50 pads	P	P
29	Press Board Folder Long	100 pcs	P	P
30	Press Board Folder Short	100 pcs	P	P
31	Record Book 300 Pages	50 pcs	P	P
32	Record Book 500 Pages	50 pcs	P	P
33	Office Scissor (all purpose)	10 pcs	P	P
Continue to next page				

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Title of Procurement: _____

Supply and Delivery of Various Office Supplies (e.g. Binder Clip 2" and Bond Paper A4 etc.)

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ITEM NO.	ITEMS/DESCRIPTIONS	QTY./ UNIT	UNIT PRICE	TOTAL PRICE
34	Sign Pen Black (0.5mm)	40 pcs	P	P
35	Sign Pen Blue (0.5mm)	100 pcs	P	P
36	Stamp (Digi Stamp) "Received By: _____"	2 pcs	P	P
37	Staple Wire Standard No. 35	30 boxes	P	P
38	Tagboard Folder Long	100 pcs	P	P
39	Tagboard Folder Short	100 pcs	P	P
40	Tape Masking 24mm	40 rolls	P	P
41	Tape Masking 48mm	40 rolls	P	P
42	Tape Packaging 24mm	40 rolls	P	P
43	Tape Packaging 48mm	40 rolls	P	P
44	Tape Transparent 24mm	40 rolls	P	P

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Title of Procurement: _____

Supply and Delivery of Various Office Supplies and Ink (e.g. Binder Clip 2" and Bond Paper A4 etc.)

Purpose: _____

For official use of the NAPWC

Approved Budget for the Contract (ABC): _____

₱276,130.70

ITEM NO.	ITEMS/DESCRIPTIONS	QTY./ UNIT	UNIT PRICE	TOTAL PRICE
45	Tape Transparent 48mm	40 rolls	P	P
46	Printer ink (003 T00V100 Black)	4 pcs	P	P
47	Printer ink (003 T00V200 Cyan)	2 pcs	P	P
48	Printer ink (003 T00V300 Magenta)	2 pcs	P	P
49	Printer ink (003 T00V400 Yellow) 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.236/243/240</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	2 pcs	P _____	P _____
			GRAN TOTAL:	P _____

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