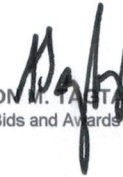


**REQUEST FOR QUOTATION**

\_\_\_\_\_  
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. TACTAG**  
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. Alcohol, Face Mask etc.)

**Purpose:**  
For official use of the BD Corridor Project

**Approved Budget for the Contract (ABC):**  
₱62,900.00

ITEM NO.	ITEMS/DESCRIPTIONS	QTY./ UNIT	UNIT PRICE	TOTAL PRICE
1	<b>Alcohol, Ethyl, 70%</b>	<b>15 gallons</b>	<b>P</b>	<b>P</b>
2	<b>Face Masks per 50/box</b>			
	<b>White</b>	<b>60 boxes</b>	<b>P</b>	<b>P</b>
	<b>Black</b>	<b>60 boxes</b>	<b>P</b>	<b>P</b>
3	<b>Copy Paper 80 gsm A4</b>	<b>40 reams</b>	<b>P</b>	<b>P</b>
4	<b>Copy Paper 80 Legal (8.5/13)</b>	<b>20 reams</b>	<b>P</b>	<b>P</b>
5	<b>Copy Paper 80 Legal (8.5/14)</b>	<b>5 reams</b>	<b>P</b>	<b>P</b>
6	<b>Sign Pen (black) gel ink 0.5</b>	<b>15 pcs</b>	<b>P</b>	<b>P</b>
7	<b>Sign Pen (blue) gel ink 0.5</b>	<b>15 pcs</b>	<b>P</b>	<b>P</b>
8	<b>Scotch Tape 1"</b>	<b>10 rolls</b>	<b>P</b>	<b>P</b>
9	<b>Index Tab</b>			
	<b>A4</b>	<b>5 packs</b>	<b>P</b>	<b>P</b>
	<b>Long</b>	<b>5 packs</b>	<b>P</b>	<b>P</b>
<b>***Continue to next page***</b>				

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.

**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

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**Title of Procurement:** \_\_\_\_\_

Supply and Delivery of Various Office Supplies (e.g. Alcohol, Face Mask etc.)

**Purpose:** \_\_\_\_\_

For official use of the BD Corridor Project

**Approved Budget for the Contract (ABC):** \_\_\_\_\_

₱62,900.00

ITEM NO.	ITEMS/DESCRIPTIONS	QTY./ UNIT	UNIT PRICE	TOTAL PRICE
10	<b>Correction Tape</b>	<b>15 pcs</b>	P	P
11	<b>Expanding Folder Long</b>	<b>100 pcs</b>	P	P
12	<b>Clear PVC Cover A4</b>	<b>5 packs</b>	P	P
13	<b>Clear PVC Cover Long</b>	<b>5 packs</b>	P	P
14	<b>Staple Wire Standard</b>  Additional Requests from Procuring Entity: [ ] Please provide sample upon request of end-user [ ] Please see full specifications/attached sample design for reference. [X] Other conditions to this request, please state: <b>For more info, please contact the end-user at 0953-760-1979/8924-6031 loc. 219</b> <b>Kindly address all proposals to the Chairperson, Bids and Awards Committee</b>  Contract shall be awarded to the bidder per: [ ] Item basis [X] Lot basis  <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. PHILGEPS 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	<b>7 boxes</b>	P	P
			<b>GRAN TOTAL:</b>	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.

Printed Name/Signature \_\_\_\_\_

Tel. No./Cellphone No. \_\_\_\_\_

Email Address \_\_\_\_\_

Date \_\_\_\_\_