

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 _____

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.

Supply and Delivery of Various office supplies (e.g. Rag and Ballpen etc.)

For official use of the BMB

Approved Budget for the Contract (ABC):

P101,500.00

ITEM NO.	ITEMS/DESCRIPTIONS	QTY./ UNIT	UNIT PRICE	TOTAL PRICE
1	Rag 1kilo/per bunddle <i>(round)</i>	100 bunddle	P	P
2	Ballpen 0.5 Black	500 pcs	P	P
3	Ballpen 0.5 Blue	300 pcs	P	P
4	Ballpen 0.5 Green	100 pcs	P	P
5	Ballpen 0.5 Red	300 pcs	P	P
6	Pressboard expanding folder white Legal size: 240mmx370mm	20 boxes	P	P
7	Multi Purpose white glue 200 grms 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: For more info, please contact the end-user at 0953-760-1979/8924-6031 loc. 222/201 Kindly address all proposals to the Chairperson, Bids and Awards Committee 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 GPPR 06-2020	300 pcs	P_____	P_____
			GRAN TOTAL:	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 _____