

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 Award 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 and Ink (e.g. Tape Transparent and Tape Dispenser etc.)

Purpose:

For official use of the CMD

Approved Budget for the Contract (ABC):

₱275,461.50

Page 1 of 2

ITEM NO.	ITEMS/DESCRIPTIONS	QTY./ UNIT	UNIT PRICE	TOTAL PRICE
1	Tape, Transparent width 48mm	10 rolls	P	P
2	Tape, Double Adhesive	45 rolls	P	P
3	Tape, Dispenser, table top for 24mm	3 pcs	P	P
4	Stapler No. 35 with staple remover LxWxH (5cm x 5.2cm x 12.8cm)	10 pcs	P	P
5	Scissors, symmetrical, blade length: 65mm min	20 pairs	P	P
6	Sign here sticky note	100 tabs	P	P
7	Specialty paper/board paper A4 220GSM	5 packs	P	P
8	Specialty paper/board paper Legal 220GSM	5 packs	P	P
9	Sticker Paper Matte White	10 packs	P	P
10	Tobleron Acrylic 12 x 3 x3 inc (Name Holder)	20 pcs	P	P
11	Ballpen , color black (20 box) & Blue (10 box) Red (10 box) 0.5	40 boxes	P	P
12	Battery, dry cell, AA, 2 pieces per blister pack	20 packs	P	P
13	Battery, dry cell, AAA, 2 pieces per blister pack	20 packs	P	P
14	Clearbook, 20 transparent pockets, Legal size	10 pcs	P	P
15	Clip, Backfold, all metal, clamping: 19mm (-1mm)	10 boxes	P	P
16	Clipboard Long File Folder Legal Office Document/Folder/File/Paper Clip Folder 35*23cm (Black Color) (Metal Clip)	6 pcs	P	P
17	Folder, L-Type, Plastic, For A4 Size Documents	5 packs	P	P
18	Folder, L-Type, Plastic, For Legal Size Documents	5 packs	P	P
19	Photo Paper High Gloss 180gsm A4 20 Sheets per Pack	20 packs	P	P
20	Metacars Assorted Colors (500 sheets) (5.5 x 8.5)	10 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.

Printed Name/Signature

Tel. No./Cellphone No.

Email Address

Date

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21	Storage Box with lid *white *38x51x30 cm (15x20x11 ¾ ") *Polypropylene plastic (min. 20% recycled)	3 pcs	P	P
22	Storage box with lid *white, *38x76x30 cm (15x30x11 ¾ ") *Polypropylene plastic (min. 20% recycled)	2 pc	P	P
23	Paper Multi- Purpose (copy) A4 , 80gsm	20 boxes	P	P
24	Ink - Canon Catridge PGI-35 - Black	30 pcs	P	P
25	Ink- Canon Catrdge CL36-Color	30 pcs	P	P
26	Ink- Canon Catridge CL57-Color	15 pcs	P	P
27	Ink- Canon Catridge PG 47- Black	15 pcs	P	P
28	Ink - Epson Liquid L1455 - Black 774	5 pcs	P	P
29	Ink - Epson Liquid 1455 - CYAN 664	5 pcs	P	P
30	Ink - Epson Liquid 1455 - Magenta 664	5 pcs	P	P
31	Ink - Epson Liquid 1455 - Yellow 664	5 pcs	P	P
32	Ink - Epson wifi 100 - Cartridge (Colored 290)	15 pcs	P	P
33	Ink - Epson wifi 100 - Cartridge (Black 289) 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: For more info, please contact the end-user at 0953-760-1979/8924-6031 loc. 236/243/240 Kindly address all proposals to the Chairperson, Bids and Awards Committee Contract shall be awarded to the bidder per: [] Item basis [X] 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	15 pcs	P _____	P _____
			GRAN TOTAL:	P _____

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Printed Name/Signature _____

Tel. No./Cellphone No. _____

Email Address _____

Date _____