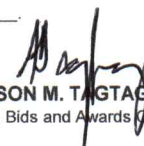


REQUEST FOR QUOTATION

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. Paper Multicopy, A4 and Alcohol etc.)

Purpose:

For official use of the ABS Project

Approved Budget for the Contract (ABC):

₱160,060.00

Page 1 of 2

ITEM NO.	ITEMS/DESCRIPTIONS	QTY./ UNIT	UNIT PRICE	TOTAL PRICE
1	Paper Multicopy, A-4 80 GSM (5 reams/box)	60 boxes	P	P
2	Alcohol, rubbing 70% Ethyl, 500ml	60 bottles	P	P
3	Paper Towel interfolded 34 GSM 175 pulls 30 packs / box, virgin pulp	3 boxes	P	P
4	Home Kitchen Towel, 2 pli, 100 pulls (2 rolls / packs)	24 packs	P	P
5	Tissue 2 ply, 10 rolls per pack	24 packs	P	P
6	Floral Pink with Aloe Liquid Hand Soap 450mL	18 bottles	P	P
7	Trash Bag roll (10pcs per roll) Medium	20 pcs	P	P
8	Trash Bag roll (10pcs per roll) Large	20 pcs	P	P
9	Ballpoint Pen (LV5) 0.5mm Black (50 pcs/box)	2 boxes	P	P
10	Ballpoint Pen (LV5) 0.5mm Blue (50 pcs/box)	2 boxes	P	P
11	Paper, photo, 80 gsm., A4 for laser printer, 10 sheets/pack	10 packs	P	P
12	Sticker Paper A4 80 GSM 10S Matte, 10 sheets/pack	50 packs	P	P
13	Sticker Paper A4 Glossy 10 sheets/pack	50 packs	P	P
14	Specialty Paper 220 GSM (Cream) Short 10s	50 packs	P	P
15	Specialty Paper 220 GSM (Cream) Long 10s	50 packs	P	P
16	Expanding Brown envelope with Garter, Legal	100 pcs	P	P
17	Tape Flags, Sign Here, 1x3IN, 20s, multicolored	18 pcs	P	P
18	Tape Flags, Sign Here, 1x1.71IN, 50s, yellow	9 pcs	P	P
19	Correction Tape 5mmx12m	36 pcs	P	P
20	Post-It, 3"x3" , Neon, 5 colors	10 pcs	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

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. TASTAG
Person, Bids and Awards Committee

- NOTES: 1. ALL ENTRIES MUST BE TYPEWRITTEN OR PRINTED LEGIBLY.
2. DELIVERY PERIOD IS WITHIN 16 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. Paper Multicopy, A4 and Alcohol etc.)

Purpose:

For official use of the ABS Project

Approved Budget for the Contract (ABC):

₱160,060.00

Page 2 of 2

ITEM NO.	ITEMS/DESCRIPTIONS	QTY./ UNIT	UNIT PRICE	TOTAL PRICE
21	Post-It, 1.5"x2" 100s 5 colors	10 pcs	P	P
22	Post-It, 4"x6" 100s 4 colors	5 pcs	P	P
23	Post-It, 5"x12" Page Markers, 100s, Neon, 5 pads/set	10 pcs	P	P
24	Clip Foldback 1.62in, 41mm (12pc/box)	5 boxes	P	P
25	Clip Foldback 2in, 51mm (12pc/box)	5 boxes	P	P
26	Clip Foldback .75in, 19mm (12pc/box)	10 boxes	P	P
27	Clip Paper Plastic No. 3, 33 mm, 53.2g round vinyl assorted color	5 boxes	P	P
28	Clip Paper Plastic No. 2, 33 mm, 53.2g triangular vinyl assorted color	5 boxes	P	P
29	Pilot Permanent Marker, Broad/Bold, black	4 boxes	P	P
30	Pilot Permanent Marker, Broad/Bold, blue	4 boxes	P	P
31	Pilot Permanent Marker, Fine, black	4 boxes	P	P
32	Pilot Permanent marker, Fine, blue	4 boxes	P	P
33	Masking Tape. 1.5 inches	15 pcs	P	P
34	Masking Tape 1 inches	15 pcs	P	P
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. 201</u> <u>Kindly address all proposals to the Chairperson, Bids and Awards Committee</u>			GRAN TOTAL: P	
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: <ol style="list-style-type: none"> 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 GSPP 05-2010				

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 _____