

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. TABIAG

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. Multi Copy Paper and Heavy Duty Portable Stapler etc.)

Purpose:

For official use of the BMB

Approved Budget for the Contract (ABC):

₱284,375.00

Page 1 of 2

ITEM NO.	ITEMS/DESCRIPTIONS	QTY./ UNIT	UNIT PRICE	TOTAL PRICE
1	Multi Copy Paper 80gsm size: 210mm x 297mm (A4)	280 reams	P	P
2	Multi Copy Paper 80gsm, size: 216mm x 330mm (Legal)	210 reams	P	P
3	Heavy Duty Portable Stapler Standard Size	35 pcs	P	P
4	Correction Tape	700 pcs	P	P
5	Record Book 500pages 500pages of Good Quality Paper materials With Page Number Laminated hand bound covers Actual Size: 8.5 in. x 11 inches	70 books	P	P
6	Record Book 300pages 300pages of Good Quality Paper materials With Page Number Laminated hand bound covers Actual Size: 8.5 in. x 11 inches	70 books	P	P
7	Ruler 12" (Transparent) (plastic)	35 pcs	P	P
8	Heavy Duty Puncher (Standard Size) Heavy duty puncher H-881 Punches up to 25 SHEETS/70 GSM Adjustable paper guide Non jamming feature Two holes Durable steel construction Heavy duty 2 hole punch with lock down handle Durable metal For accurate hole punching	35 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

Company Name

Address

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ITEM NO.	ITEMS/DESCRIPTIONS	QTY./ UNIT	UNIT PRICE	TOTAL PRICE
9	Data File Box (Blue) 125mm x230mm x400mm	350 pcs	P	P
10	Data File Folder (Blue) 3" Horizontal (FC)(ARCFIELD FOLDER)	350 pcs	P	P
11	Heavy Duty Office Scissors Advanced Eco-Friendly Scissors Stainless steel blades and rivet Comfort and accuracy for every type of grip or hand size Ergonomic 3D handles made of 60% recycled plastic Scissor Size: 8 inches Color: Black 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> 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 P.O. -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 ng-2020	35 pc	P _____	P _____
GRAN TOTAL:				P _____

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Delivery Period : _____

Warranty : _____

Price Validity : _____

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Email Address

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