



**BIDS AND AWARDS COMMITTEE
(BAC II)**

REQUEST FOR QUOTATION

Project : SUPPLIES FOR THE 5TH ASEAN **Date** : 14 NOVEMBER 2019
SOMRI ON INFORMATION MEDIA &
TRAINING

PR No. : 2019-09-1118 **Quotation No.** : 2019-11-0350
Approved Budget for the Contract : THREE HUNDRED SIXTY **Procurement** : SMALL VALUE
THOUSAND ONE HUNDRED **Method** : PROCUREMENT
FORTY-TWO PESOS
(P 360,142.00)

Please quote your lowest price on the item/s listed below and submit filled out quotation duly signed by your representative not later than **15 November 2019** at **03:00 P.M.** at New Executive Bldg., JP Laurel St., San Miguel Manila or email to psu.pcoo@gmail.com.

General Conditions:

1. Delivery period within 7 calendar days from receipt of the Purchase Order form.
2. Warranty shall be for a period of six (6) months for supplies and materials, one (1) year for equipment, from date of acceptance by PCOO.
3. Price validity shall be for a period of sixty (60) calendar days.
4. Price quotations shall be **inclusive of all costs and applicable taxes.**
5. The supplier awarded with the contract shall submit the following updated documents **prior to payment:**

- ☒ Mayor's / Business Permit
- ☒ PhilGEPS Registration Number
- ☒ BIR FORM 2303
- ☒ Omnibus Sworn Statement

Company Name : _____
Address : _____
Email : _____ **TIN** : _____
Representative : _____ **Contact No.** : _____

| Item No. | Item Description | Qty | Unit | Unit Price | Total |
|------------------------|--|-----|------|------------|-------|
| LOT I: SUPPLIES | | | | | |
| 1. | COPY PAPER <ul style="list-style-type: none">• SIZE: A4 | 13 | | | |
| 2. | COLORED COPY PAPER <ul style="list-style-type: none">• SIZE: A4• COLOR: BLUE/GREEN | 5 | | | |
| 3. | PVC LEVER ARCH BOX FILE FOLDER <ul style="list-style-type: none">• 2 RINGS• 3 INCHES• SIZE: A4• COLOR: BLUE | 13 | | | |
| 4. | FILE DIVIDER <ul style="list-style-type: none">• SIZE: A4• BIG TAB WRITE-ON BLACK PAPER DIVIDERS• MULTI COLOR• 4 SETS/PACK | 200 | | | |
| 5. | EXPANDED ENVELOPE <ul style="list-style-type: none">• SIZE: LONG• 13 POCKETS & 12 TABS | 5 | | | |
| 6. | STAPLER <ul style="list-style-type: none">• STANDARD SIZE• LIGHT DUTY DESKTOP• 20 SHEETS CAPACITY• COLOR: RED | 2 | | | |
| 7. | STAPLE REMOVER <ul style="list-style-type: none">• STANDARD SIZE• JAW TYPE• COLOR: RED | 2 | | | |



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| 8. | OFFICE SCISSORS <ul style="list-style-type: none">• STANDARD SIZE• COLOR: RED | 2 | | | |
| 9. | MEMO SELF STICK NOTES <ul style="list-style-type: none">• SIZE: 3 x 3 | 8 | | | |
| 10. | SIGN PEN <ul style="list-style-type: none">• RETRACTABLE GEL PEN• TIP SIZE: 0.7• COLOR: 25-BLACK & 25-BLUE | 50 | | | |
| 11. | PACKAGING TAPE DISPENSERS <ul style="list-style-type: none">• SIZE: 2 INCH• COLOR: RED | 2 | | | |
| 12. | PHOTO PAPER (FOR INVITATION) <ul style="list-style-type: none">• SIZE: A4• COLOR: WHITE | 100 | | | |
| 13. | BARONIAL ENVELOPE (FOR INVITATION) <ul style="list-style-type: none">• SIZE: TO FIT FOR HALF OF A4 PAPER• COLOR: BRIGHT WHITE | 100 | | | |
| 14. | TABLETS <ul style="list-style-type: none">• AT LEAST 8.0"• ANDROID O/S• AT LEAST QUAD CORE• AT LEAST 32GB• BLACK (WI FI) | 13 | | | |
| 15. | INDOOR/STAGE FLAGPOLES WITH STAND <ul style="list-style-type: none">• WOOD• STANDARD SIZE• 11 STAGE FLAGS WITH FLAGPOLES & STAND• 10 ASEAN COUNTRIES FLAGS• 1 ASEAN FLAG | 11 | | | |
| 16. | TABLE FLAGS <ul style="list-style-type: none">• SIZE: 9" x 6"• WITH WOODEN STAND• 10 ASEAN COUNTRIES FLAGS• 1 ASEAN FLAGS | 11 | | | |
| 17. | 2019 (ALL IN-ONE) <ul style="list-style-type: none">• PRINTERS WIRELESS• PRINTER/SCANNER• COPIER/FAX/PHOTO | 2 | | | |
| 18. | CUSTOMIZED COUNTRY PLATES <ul style="list-style-type: none">• WOODEN DESK WEDGE• SIZE: 10"• WITH ENGRAVED COUNTRY NAME• BRUSHED GOLD METAL PLATE• 10 ASEAN COUNTRIES• 1 CHAIR• 1 VICE-CHAIR• 1 SECRETARIAT | 13 | | | |
| 19. | STORAGE BOX <ul style="list-style-type: none">• SIZE: 95L• COLOR: AS SHOWN IN PICTURES• HIGH IMPACT RESISTANT• WITH WHEELS | 5 | | | |
| 20. | LOCAL SIM CARDS <ul style="list-style-type: none">• WITH PRE-PAID LOAD OF PhP 300.00 EACH | 56 | | | |

