



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

**REQUEST FOR QUOTATION**

<b>Project</b>	: FOI OFFICE SUPPLIES	<b>Date</b>	: 22 November 2019
<b>PR No.</b>	: 2019-08-0973	<b>Quotation No.</b>	: 2019-11-0357
<b>Approved Budget for the Contract</b>	: <b>FIFTY-THREE THOUSAND SEVENTY-NINE (Php 53, 079.00)</b>	<b>Procurement Method</b>	: Shopping under section 52.1(B)

Please quote your lowest price on the item/s listed below and submit filled out quotation duly signed by your representative not later than **25 November at 12:00 P.M** at New Executive Bldg., JP Laurel St., San Miguel Manila, [psu.pcoo@gmail.com](mailto:psu.pcoo@gmail.com)

**General Conditions:**

1. Delivery period within 3 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:

- |                                     |   |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | Mayor's / Business Permit                                   |
| <input checked="" type="checkbox"/> | PhilGEPS Registration Number                                |
| <input checked="" type="checkbox"/> | BIR Form 2303   |
| <input type="checkbox"/>            | Income/Tax Return   |
| <input checked="" type="checkbox"/> | Omnibus Sworn Statement                                     |
| <input type="checkbox"/>            | Professional License/Curriculum Vitae (Consulting Services) |
| <input type="checkbox"/>            | PCAB License (Infra.)                                       |
| <input type="checkbox"/>            | NFCC (Infra.)   |

<b>Company Name</b>	: _____	<b>TIN No</b>	: _____
<b>Address</b>	: _____		
<b>Email</b>	: _____	<b>Contact No.</b>	: _____
<b>Representative</b>	: _____		

Item No.	Item Description	Qty	Unit	Unit Price	Total
1	Paper Parchment, 220m x 297mm, multi purpose	20			
	Staple wire for heavy duty stapler 23/13	30 boxes			
	Envelope mailing white w/ window	1 box			
	File organizer expanding plastic 12 pockets	10pcs			
	Folder fancy a4	10 bundle			
	Index tab self adhesive transparent	5 box			
	Magazine file box (large)	10 pcs			
	Ring Binder 80 rings plstic 32mm x 1.12m	1 bundle			
	Dating and stamping machine (heavy duty)	2 pcs			
	Stapler binder type	2 unit			
	Philippine National Flag 3ft x 5ft	5pc			
	Clip Bulldog	100pc			
	Envelope Pay 500 pieces per box	1 box			
	Post it banderitas please sign	50 pad			
	Stamp pad ink blue	5 bottle			



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

**REQUEST FOR QUOTATION**

	Stamp pad ink red	5 bottle			
	Balikbayan box	30 pcs			
	Ballpen black	300 pcs		<b>P</b> _____	<b>P</b> _____
	Ballpen red	300pcs			
	Ballpen blue	50 pcs			
	Board paper 220gsm A4, 10 sheets	20 sets			
	Index card plain 5x8, 100 Sheets	5 pack			
	Index card plain ruled 5x8, 100 sheets	5 pack			
	Paste 200 grams	10pcs			
	Photo paper a4, 20 sheets	10 sets			
	Post it 2x1 with sign here	20 pads			
	Post 2x2	20 pads			
	Post it 4x6	20 pads			
	Sharpener, 1 hole (small)	1 pc			
	Sticker Paper, a4 sheets	10 sets			
	Timecard, 100 sheets	3 bundle			
	Colored Paper 20 sheets	20 set			

After having carefully **read and accepted your General Conditions**, I quote you on the item at prices noted above.

\_\_\_\_\_  
Printed Name / Signature

\_\_\_\_\_  
Date