



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

REQUEST FOR QUOTATION

Project : FOI OFFICE SUPPLIES **Date** : 28 November 2019
PR No. : 2019-08-0973 **Quotation No.** : 2019-11-0357-A
Approved Budget for the Contract : **FIFTY-THREE THOUSAND SEVENTY-NINE (Php 53, 079.00)** **Procurement Method** : 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 **3 December at 4:00 P.M** at New Executive Bldg., JP Laurel St., San Miguel Manila, 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:

- ☒ Mayor's / Business Permit
- ☒ PhilGEPS Registration Number
- ☒ BIR Form 2303
- ☐ Income/Tax Return
- ☒ Omnibus Sworn Statement
- ☐ Professional License/Curriculum Vitae (Consulting Services)
- ☐ PCAB License (Infra.)
- ☐ NFCC (Infra.)

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

Item No.	Item Description	Qty	Unit	Unit Price	Total
1	Paper Parchment, 220m x 297mm, multi purpose	20 reams			
	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			



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	Stamp pad ink red	5 bottle			
	Balikbayan box	30 pcs			
	Ballpen black	300 pcs		P _____	P _____
	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