



REPUBLIC OF THE PHILIPPINES
PRESIDENTIAL COMMUNICATIONS OPERATIONS OFFICE
Tanggapang Pampanguluhan sa Operasyong Pangkomunikasyon
Malacañang, Manila

BIDS AND AWARDS COMMITTEE – II

Project:	OFFICE SUPPLIES	Date:	2/18/2021
PR No.:	2021-02-0069	Quotation Number	2021-02-0029
Approved Budget: for the Contract	TWO HUNDRED NINETEEN THOUSAND EIGHT HUNDRED THIRTY THREE PESOS (PHP 219,833.00)	Mode of Procurement:	SMALL VALUE PROCUREMENT

Please quote your lowest price on the item/s listed below and submit filled out quotation duly signed by your representative not later than **23 FEBRUARY 2021** at **10:00 AM** at the New Executive Bldg., JP Laurel St., San Miguel Manila, or through e-mail via psu.pcoo@gmail.com.

General Conditions:

- Suppliers shall submit their quotations using this Prescribed Form. Failure to do so shall render the quotation unresponsive.
- Delivery period within **THREE (3) CALENDAR DAYS** from receipt of the Purchase Order Form.
- Payment will be on a **SEND BILL ARRANGEMENT**; i.e. full payment will be made after the completion of the event or delivery of the service.
- 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.
- Price validity shall be for a period of sixty (60) calendar days.
- Price quotations shall be **INCLUSIVE OF ALL COSTS AND APPLICABLE TAXES**.
- Suppliers shall submit the following updated documents together with this Request for Quotation Form or submission offer prior to the indicated deadline of submission:
 - ✓ Mayor's / Business Permit
 - ✓ PhilGEPS Registration Number
 - Income/Tax Return
 - ✓ Omnibus Sworn Statement
 - Professional License/Curriculum Vitae (*for Consulting Services*)
 - ✓ BIR Form 2303 (Certificate of Registration)

Company Name : _____
Address : _____
Email : _____
Representative : _____

TIN No : _____
Contact No. : _____

Item No.	Technical Specifications	Qty.	Unit	Unit Price	Total
	Paper, Multi-Purpose (COPY) A4, 70gsm;	200	Pcs		
	Paper, Multi-Purpose (COPY) LEGAL, 70gsm	56	pcs		
	Record Book, 300 pages;	24	pcs		
	Staple Wire, for heavy duty staplers (23/13)	16	pcs		
	Tape, Transparent, width: 24mm;	54	pcs		
	Correction Tape, film base type	100	pcs		
	Data Folder, made of chipboard, taglia lock	50	pcs		
	File Organizer, expanding, plastic, 12 pockets	40	pcs		
	Folder, Fancy, for legal size documents	120	pcs		
	Index tab, self-adhesive transparent;	40	pcs		
	Magazine File Box, large size, made of chipboard	40	pcs		
	Ring Binder, 80 rings, plastic, 32mm x 1.12mm	1	pack/box		
	Dating and Stamping Machine, heavy duty	2	pcs		
	Stapler, Binder type, heavy duty, desktop	1	pc		
	Paper Trimmer/Cutting Machine, max paper size: B4	1	pc		
	Sign Pen, (BLACK) liquid/gel, 0.5mm needle tip	500	pcs		
	Sign Pen, (BLUE) liquid/gel, 0.5mm needle tip	200	pcs		
	Sign Pen, (RED) liquid/gel, 0.5mm needle tip	100	pcs		
	Sign Pen (GREEN) liquid/gel, 0.5mm needle tip	100	pcs		
	In and out rack, 2 layers	5	pcs		
	Post It, banderitas, please sign	30	pcs		
	File Folder with Cover, legal size (red)	5	pcs		
	Stamp Pad Ink (BLUE)	4	pcs		
	Stamp Pad Ink (RED)	4	pcs		
	Balikbayan Box	20	pcs		
	Ballpen, (BLACK)	600	pcs		
	Ballpen (BLUE)	100	pcs		
	Board Paper, 220gsm A4, 10sheets;	60	pcs		
	Copy Paper (letter size)	60	pcs		

