



**REQUEST FOR QUOTATION**

RFQ No.: **2025-03-0028**

Date: March 18, 2025

**Gentlemen :**

Please quote your lowest price on the item listed below, subject to the General Conditions at the back hereof and submit your quotation duly signed by your representative in sealed envelope direct to the Bids and Awards Committee (BAC) Chairperson or through the authorized canvasser of this Department not later than \_\_\_\_\_ the time and date of the opening of the sealed quotation.



**ALVIN P. DIAZ**  
 Director IV  
 Central Administration Office

QUANTITY	UNIT	ARTICLE / MERCHANDISE / SPECIFICATION	UNIT PRICE	TOTAL
22	pcs	Self-inking Dater Stamp	₱600.00	₱13,200.00
23	pcs	Self-inking Stamp, Personalized	₱726.00	₱16,698.00
20	pcs	Self-inking Stamp, CERTIFIED	₱1,110.00	₱22,200.00
18	pcs	Self-inking Stamp, RECEIVED/RELEASED	₱1,578.20	₱28,407.60
6	unit	Dry Seal, Desk-type	₱3,000.00	₱18,000.00
		<i>(please see attached technical specifications)</i>		
		NOTE: Please include the following required documents upon submission of your proposal for evaluation purposes:  <b>1. Mayor's/Business Permit</b> <b>2. PhilGEPS Registration Number</b> <i>**For the bidder/s with Platinum Membership who opt to submit PhilGEPS Certificate, the validity of the Class "A" eligibility documents specified in Section 8.5.2 of the Revised IRR of RA9184 shall remain current and updated.</i> <b>3. Duly notarized Omnibus Sworn Statement (to be submitted by the winning bidder upon issuance of the Purchase Order)</b>		
<b>TOTAL AMOUNT</b>				<b>₱98,505.60</b>

After having carefully read and accepted the general conditions, I/we quote you on the item at prices noted above and bind ourselves to deliver the above articles/merchandise within 30 calendar days from receipt of your valid Purchase Order (PO). The quotation are good only up to 60 calendar days.

**Canvassed by:**

\_\_\_\_\_

**Supplier :**

**By :**

**Tel. No.:**

**TIN :**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## GENERAL CONDITIONS

1. The bidders are required to submit brochures, literatures, pictures and technical data pertaining to the brand and model of the equipment being offered.
2. The quotation will not be considered unless it is properly signed by the bidder's authorized representative.
3. All prizes quoted herein are valid and binding for a period of sixty (60) days.
4. Bidder shall be responsible for the source of his equipment.
5. Subject to the provisions of the preceding paragraph, where awardee has accepted a Purchase Order (PO) but fails to deliver the required products within the time called for in the same order, he must return the order accompanied by written explanations within the period of delivery of the merchandise. Thereafter, if the awardee has not completed delivery within the period, the subject PO shall be cancelled and the award shall be withdrawn from that supplier. The DOF shall then purchase the required item from such other sources as it may determine, with the price difference to be charged against the defaulting awardee.
6. The DOF reserves the right to reject any or all quotations, to waive any formality therein or to accept such quotations as may be considered most advantageous to the government.





**REQUEST FOR QUOTATION**

RFQ No.: 2025-03-0028

Date: March 18, 2025

Supplier: \_\_\_\_\_

Address: \_\_\_\_\_

**Gentlemen :**

Please quote your lowest price on the item listed below, subject to the General Conditions at the back hereof and submit your quotation duly signed by your representative in sealed envelope direct to the Bids and Awards Committee (BAC) Chairperson or through the authorized canvasser of this Department not later than March 28, 2025, 10:00am the time and date of the opening of the sealed quotation.



**ALVIN P. DIAZ**  
 Director IV  
 Central Administration Office

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		<i>(please see attached technical specifications)</i>		
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<b>TOTAL AMOUNT</b>				

After having carefully read and accepted the general conditions, I/we quote you on the item at prices noted above and bind ourselves to deliver the above articles/merchandise within 30 calendar days from receipt of your valid Purchase Order (PO). The quotation are good only up to 60 calendar days.

**Canvassed by:**  
 \_\_\_\_\_

**Supplier :** \_\_\_\_\_  
**By :** \_\_\_\_\_  
**Tel. No.:** \_\_\_\_\_  
**TIN :** \_\_\_\_\_

## TECHNICAL SPECIFICATIONS

RFQ No. 2025-03-0028 dated March 18, 2025

### I. PROJECT SCOPE

The prospective supplier shall bid for the **Procurement of Various Self-inking Stamps and Dry Seal.**

### II. TECHNICAL SPECIFICATION

Detailed minimum specifications of the items to be procured:

Item	Specifications
• <b>DATER STAMP</b>	<ul style="list-style-type: none"><li>• Self-inking</li><li>• Size: 3mm &amp; 4mm</li><li>• Format: Month-Date-Year</li></ul>
• <b>PERSONALIZED STAMP</b>	<ul style="list-style-type: none"><li>• Self-inking</li><li>• Size: 9mm x 26mm</li><li>• Max. 3 lines of text</li><li>• Ink color: Black</li></ul>
• <b>CERTIFIED STAMP</b>	<ul style="list-style-type: none"><li>• Self-inking</li><li>• Size: 30mm x 45mm</li><li>• Max. 6 lines of text</li><li>• Ink color: Black</li></ul>
• <b>RECEIVED/RELEASED STAMP</b>	<ul style="list-style-type: none"><li>• Self-inking</li><li>• Size: 33mm x 56mm</li><li>• Dater + Text</li><li>• Ink color: Black</li></ul>
• <b>DRY SEAL</b>	<ul style="list-style-type: none"><li>• Desk-type</li><li>• Custom embossed logo design</li><li>• Plate diameter: 2"</li></ul>

### III. SCHEDULE OF REQUIREMENTS

The supplier shall deliver the items to the Department of Finance through the General Services Division within 30 calendar days upon receipt of the Purchase Order.

**I hereby certify to comply and deliver all the above requirements**

\_\_\_\_\_  
*Signature over Printed Name of the Representative*

Company Name : \_\_\_\_\_  
Date Signed : \_\_\_\_\_  
Email/Phone No.: \_\_\_\_\_