



Republic of the Philippines  
**DEPARTMENT OF FINANCE**  
 Roxas Boulevard Corner Pablo Ocampo, Sr. Street  
 Manila 1004

**REQUEST FOR QUOTATION**

Date : September 21, 2022  
 Purchase Quotation No.: 263-2022

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 thru 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
20	piece	<b>Roller Ball Pen</b> Specifications: 1.0mm Broad/Large Color: Black	100.00	2,000.00
10	piece	<b>Roller Ball Pen</b> Specifications: 1.0mm Broad/Large Color: Blue	100.00	1,000.00
3	piece	<b>Flat Clinch Stapler</b>	2,000.00	6,000.00
10	box	<b>Self Adhesive Labels</b> 24mm x 90mm / 15/16" x 3-1/2" (No. 1x6) 204 pcs.	100.00	1,000.00
12	bottle	<b>Liquid Dishwashing Soap, 250ml</b>	90.00	1,080.00
12	bottle	<b>Liquid Hand Soap, 450-500ml</b>	200.00	2,400.00
4	pack	<b>Scouring pad with sponge, 3 per pack</b>	150.00	600.00
<b>NOTE: Please include the following required documents upon submission of your proposal for evaluation purposes:</b> 1. Mayor's/Business Permit 2. PhilGEPS Registration Number  (For PDMSG Use)				<b>14,080.00</b>

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

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

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

By : \_\_\_\_\_

Tel. No.: \_\_\_\_\_

TIN No. : \_\_\_\_\_



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

## 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.