



REQUEST FOR QUOTATION

Date : October 24, 2022
Purchase Quotation No.: 301-2022

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
91	pad	Sign Here Sticker	200.00	18,200.00
280	box	Binder Clip, 19mm	18.00	5,040.00
1000	box	Binder Clip, 32mm	30.00	30,000.00
75	piece	Cutter/Utility Knife, for general purpose	40.00	3,000.00
250	piece	Data File Box, made of chipboard, with closed ends	100.00	25,000.00
794	piece	Data Folder, made of chipboard, taglia lock	80.00	63,520.00
270	piece	Envelope, Expanding, Plastic with Rubber Strap	50.00	13,500.00
3130	set	File Tab Divider, A4 size	20.00	62,600.00
950	set	File Tab Divider, Legal size	20.00	19,000.00
60	box	Folder, Pressboard	1,200.00	72,000.00
400	can	Insecticide, aerosol type	140.00	56,000.00
20	roll	Tape, Transparent, 24mm	15.00	300.00
67	bundle	Looseleaf Cover, made of chipboard, for legal	794.96	53,262.32
80	piece	Magazine File Box, made of chipboard, Large size	80.00	6,400.00
234	piece	Marker, whiteboard, blue	13.38	3,130.92
193	piece	Marker, whiteboard, red	13.38	2,582.34
1272	pad	Notepad 2" x 3"	37.06	47,140.32
1090	pad	Notepad 3" x 4"	59.28	64,615.20
30	can	Disinfectant Spray, aerosol	350.00	10,500.00
600	box	Paper Clip, 48mm	20.00	12,000.00
260	box	Pencil, lead with eraser, 12 pieces per box	50.00	13,000.00
43	piece	Puncher with two hole guide	150.80	6,484.40
230	book	Record Book, 500 leaves	101.92	23,441.60
267	roll	Tape, Packaging, 48mm	30.00	8,010.00
910	pack	Tissue, Paper Towel Interfolded	50.00	45,500.00
250	piece	Ballpen, assorted	9.00	2,250.00
6	box	Envelope, Expanding, Kraftboard, legal	1,100.00	6,600.00
131	piece	Plastic, Envelope, Transparent	25.00	3,275.00
58	pad	Notepad 2" x 2"	96.00	5,568.00

QUANTITY	UNIT	ARTICLE / MERCHANDISE / SPECIFICATION	UNIT PRICE	TOTAL
24	can	Airfreshener, aerosol	250.00	6,000.00
95	pad	Notepad 3" x 3"	54.08	5,137.60
7	box	Transparency Film, A4	300.00	2,100.00
40	piece	Notebook, Stenographer, spiral, 40 leaves	20.00	800.00
3	box	Transparency Film, Legal	500.00	1,500.00
200	box	Binder Clip, 25mm	25.00	5,000.00
*** nothing follows ***				
<p>NOTE: Please include the following required documents upon submission of your proposal for evaluation purposes:</p> <ol style="list-style-type: none"> 1. Mayor's/Business Permit 2. PhilGEPS Registration Number 3. Latest Income/Business Tax Returns <p>Additional required document (to be submitted by the winning bidder before issuance of Purchase Order):</p> <ol style="list-style-type: none"> 3. Duly notarized Omnibus Sworn Statement (OSS) <p><i>(For GSD Use)</i></p>				
				702,457.70

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.