



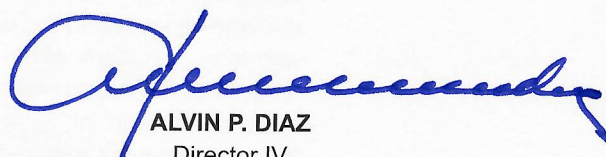
REQUEST FOR QUOTATION

RFQ No.: 2024-04-0046

Date : April 19, 2024

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
1	LOT	Procurement of Puncher and Various Stamps 10 pcs. Self-inking Dater Stamp 21 pcs. Self-inking Stamp (CERTIFIED) 3 pcs. Self-inking Stamp (RECEIVED WITH DATE) 17 pcs. Self-inking Stamp (PERSONALIZED) 5 pcs. Self-inking Stamp (RELEASED WITH DATE) 2 pcs. Dater Stamp 5 pcs. Numbering Stamp 10 pcs. Pocket Dry Seal 5 pcs. Heavy Duty Puncher <i>(please see attached Sample Layout and Technical Specifications for reference)</i>	₱127,057.00	₱127,057.00
		NOTE: Please include the following required documents upon submission of your proposal for evaluation purposes: 1. Mayor's/Business Permit 2. PhilGEPS Registration Number Additional required document to be submitted by the winning bidder upon issuance of the Purchase Order: 3. Duly notarized Omnibus Sworn Statement		
TOTAL AMOUNT				₱127,057.00

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 :



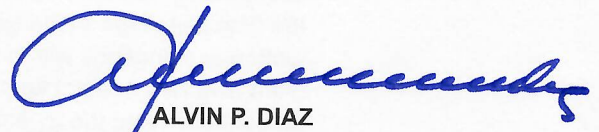
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TOTAL AMOUNT				

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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 preceeding 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.

TECHNICAL SPECIFICATIONS
PROCUREMENT OF PUNCHER AND VARIOUS STAMPS
RFQ No. 2024-04-0046 dated April 19, 2024

Item No.	Item Description	Qty.	Approved Budget for Contract	Brand/Model Offered
1	<u>SELF-INKING DATER STAMP</u> <ul style="list-style-type: none"> • Date Size: 4mm • Ink Color: Black 	10 pcs.	₱6,000.00 (600.00/pc.)	
2	<u>SELF-INKING STAMP (CERTIFIED)</u> <ul style="list-style-type: none"> • Size: 30mm x 45mm • Ink Color: Blue 	21 pcs.	₱19,635.00 (935.00/pc.)	
3	<u>SELF-INKING STAMP (RECEIVED WITH DATE AND NAME)</u> <ul style="list-style-type: none"> • Size: 33mm x 56mm • Ink Color: Blue 	3 pcs.	₱5,934.00 (1,978.00/pc.)	
4	<u>SELF-INKING STAMP (PERSONALIZED)</u> <ul style="list-style-type: none"> • Size: 9mm x 26mm • Ink Color: Blue 	17 pcs.	₱12,342.00 (726.00/pc.)	
5	<u>SELF-INKING STAMP (RELEASED WITH DATE)</u> <ul style="list-style-type: none"> • Size: 30mm x 45mm • Ink Color: Blue 	5 pcs.	₱9,890.00 (1,978.00/pc.)	
6	DATER STAMP <ul style="list-style-type: none"> • Date Size: 4mm • Ink Color: Black and Blue 	2 pcs.	₱756.00 (378.00/pc.)	
7	NUMBERING STAMP <ul style="list-style-type: none"> • 8 digits • Character Size: 5mm 	5 pcs.	₱4,950.00 (990.00/pc.)	
8	POCKET DRY SEAL <ul style="list-style-type: none"> • With custom embossed logo design • Plate diameter: 2" 	10 units	₱52,800.00 (5,280.00/unit)	
9	<u>HEAVY DUTY PUNCHER</u> <ul style="list-style-type: none"> • 2-Hole punch • 6mm hole diameter • Punching capacity: 150 pages/80g 	5 pcs.	₱14,750.00 (2,950.00/pc.)	
TOTAL AMOUNT:			₱127,057.00	

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.: _____

CERTIFIED

(4 pieces)

Photocopy of the ORIGINAL on file

RHODORA V. REYES
Chief Administrative Officer
Central Records Management Division
DEPARTMENT OF FINANCE

CERTIFIED

(4 pieces)

Photocopy of the ORIGINAL DUPLICATE on file

RHODORA V. REYES
Chief Administrative Officer
Central Records Management Division
DEPARTMENT OF FINANCE

CERTIFIED

(4 pieces)

Photocopy of the PHOTOCOPY on file

RHODORA V. REYES
Chief Administrative Officer
Central Records Management Division
DEPARTMENT OF FINANCE

NOTE: Size of stamp: 30mm x 45mm

CERTIFIED

(3 pieces)

Photocopy of file from official DOF email

RHODORA V. REYES
Chief Administrative Officer
Central Records Management Division
DEPARTMENT OF FINANCE

CERTIFIED

(3 pieces)

Photocopy of digitally signed electronic file

RHODORA V. REYES
Chief Administrative Officer
Central Records Management Division
DEPARTMENT OF FINANCE

CERTIFIED

(3 pieces)

Photocopy of file from POSTAL mail

RHODORA V. REYES
Chief Administrative Officer
Central Records Management Division
DEPARTMENT OF FINANCE

NOTE: Size of stamp: 30mm x 45mm

DEPARTMENT OF FINANCE
CRMD
RECEIVED
FEB 06 2024
Jaecee Kyle DL. Manahan

1 pc.

DEPARTMENT OF FINANCE
CRMD
RECEIVED
FEB 06 2024
Fritz G. Respecia

1 pc.

DEPARTMENT OF FINANCE
RECEIVED
FEB 06 2024
CENTRAL RECORDS MGMT. DIVISION

~~2~~ Pcs 1 pc.

Trodat Name

Daryll U. Añata
DOF - CRMD

Received date: _____

9 mm X 26 mm

1. Rhodora V. Reyes
2. Maria Ney B. Poculan
3. Delia P. Aplaya
4. Joen Hermiel A. Boy
5. Reynan D. Dela Cruz
6. Vissan N. Nabor
7. Charizze E. Sulapas
8. Jaecee Kyle DL. Manahan
9. Daryll U. Añata
10. Mirabel Anne T. Miranda
11. Rachelle Anne S. Malicdem
12. Larry P. Calina
13. Fritz G. Respecia
14. Aries G. Zabat
15. Rowell C. Francisco
16. Geraldine P. Maghibon
17. Rosita M. Reyes

Trodat – Release with date

(2 pieces)



^{Stamp}
Trodat – Numbering Machine Sample number: 001.2024

(5 pieces)

