



**BIDS AND AWARDS COMMITTEE  
(BAC II)**

**REQUEST FOR QUOTATION**

**Project** : Office Supplies **Date** : 18 January 2019  
**PR No.** : 2019-01-0045 **Quotation No.** : 2019-01-0011  
**Approved Budget for the Contract** : FIVE HUNDRED SEVENTY-EIGHT THOUSAND TWO HUNDRED NINETY-FOUR PESOS (P578,294.00) **Procurement Method** : 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 21 January 2019 at 03:00 P.M. at New Executive Bldg., JP Laurel St., San Miguel Manila, or psu.pcoo@gmail.com.

**General Conditions:**

1. Price validity shall be for a period of sixty (60) calendar days.
2. Price quotations shall be **INCLUSIVE OF ALL COSTS AND APPLICABLE TAXES.**
3. The supplier awarded with the contract shall submit the following updated documents prior to **payment**:

- Mayor's / Business Permit
- PhilGEPS Registration Number
- Omnibus Sworn Statement
- Income / Tax Return

**Company Name** : \_\_\_\_\_  
**Address** : \_\_\_\_\_  
**Email** : \_\_\_\_\_ **TIN** : \_\_\_\_\_  
**Representative** : \_\_\_\_\_ **Contact No.** : \_\_\_\_\_

Item No.	Item Description	Qty	Unit	Unit Price	Total
1	<b>Balikbayan Box</b>	150	Pcs	_____	_____
2	<b>Ballpen, black</b>	150	Pcs	_____	_____
3	<b>Ballpen, blue</b>	150	Pcs	_____	_____
4	<b>Ballpen, red</b>	60	Pcs	_____	_____
5	<b>Board Paper, A4</b>	50	Set	_____	_____
6	<b>Copy Paper, Letter Size (80gsm)</b>	200	Ream	_____	_____
7	<b>File Box w/ Cover, small ½ (customized)</b>	100	Pcs	_____	_____
8	<b>File Box w/ Cover, Big</b>	50	Pcs	_____	_____
9	<b>Flash Drive 32GB</b>	100	Pcs	_____	_____
10	<b>Keyboard</b>	30	Pcs	_____	_____
11	<b>Post It Sign Here</b>	200	Pad	_____	_____
12	<b>Post It 4x6</b>	150	Pad	_____	_____



**BIDS AND AWARDS COMMITTEE  
(BAC II)**

**REQUEST FOR QUOTATION**

13	<b>Sign Pen, Green</b>	96	Pcs	_____	_____
14	<b>Sticker Paper, A4</b>	80	Set	_____	_____
15	<b>Time Card</b>	200	Bundle	_____	_____
16	<b>HP Ink #680, Black</b>	50	Cart	_____	_____
17	<b>HP Ink #680, Colored</b>	40	Cart	_____	_____
18	<b>HP Ink #932XL, Black</b>	50	Cart	_____	_____
19	<b>HP Ink #933XL, Cyan</b>	30	Cart	_____	_____
20	<b>HP Ink #933XL, Magenta</b>	30	Cart	_____	_____
21	<b>HP Ink #933XL, Yellow</b>	30	Cart	_____	_____
					<b>P</b> _____

After having carefully **read and accepted your General Conditions**, I quote you on the item at prices noted above.

\_\_\_\_\_  
Printed Name / Signature

\_\_\_\_\_  
Date