



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

REQUEST FOR QUOTATION

Project	: FOI OFFICE SUPPLIES	Date	: 28 November 2019
PR No.	: 2019-08-0973	Quotation No.	: 2019-11-0357-A
Approved Budget for the Contract	: FIFTY-THREE THOUSAND SEVENTY-NINE (Php 53, 079.00)	Procurement Method	: Shopping under section 52.1(B)

Please quote your lowest price on the item/s listed below and submit filled out quotation duly signed by your representative not later than **3 December at 4:00 P.M** at New Executive Bldg., JP Laurel St., San Miguel Manila, psu.pcoo@gmail.com

General Conditions:

1. Delivery period within 3 calendar days from receipt of the Purchase Order form.
2. Warranty shall be for a period of six (6) months for supplies and materials, one (1) year for equipment, from date of acceptance by PCOO.
3. Price validity shall be for a period of sixty (60) calendar days.
4. Price quotations shall be **INCLUSIVE OF ALL COSTS AND APPLICABLE TAXES.**
5. The supplier awarded with the contract shall submit the following updated documents prior to **payment:**

- | | |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | Mayor's / Business Permit |
| <input checked="" type="checkbox"/> | PhilGEPS Registration Number |
| <input checked="" type="checkbox"/> | BIR Form 2303 |
| <input type="checkbox"/> | Income/Tax Return |
| <input checked="" type="checkbox"/> | Omnibus Sworn Statement |
| <input type="checkbox"/> | Professional License/Curriculum Vitae (Consulting Services) |
| <input type="checkbox"/> | PCAB License (Infra.) |
| <input type="checkbox"/> | NFCC (Infra.) |

Company Name	: _____	TIN No	: _____
Address	: _____		
Email	: _____	Contact No.	: _____
Representative	: _____		

Item No.	Item Description	Qty	Unit	Unit Price	Total
1	Paper Parchment, 220m x 297mm, multi purpose	20			
	Staple wire for heavy duty stapler 23/13	30	boxes		
	Envelope mailing white w/ window	1	box		
	File organizer expanding plastic 12 pockets	10	pcs		
	Folder fancy a4	10	bundle		
	Index tab self adhessive transparent	5	box		
	Magazine file box (large)	10	pcs		
	Ring Binder 80 rings plstic 32mm x 1.12m	1	bundle		
	Dating and stamping machine (heavy duty)	2	pcs		
	Stapler binder type	2	unit		
	Philippine National Flag 3ft x 5ft	5	pc		
	Clip Bulldog	100	pc		
	Envelope Pay 500 pieces per box	1	box		
	Post it banderitas please sign	50	pad		
	Stamp pad ink blue	5	bottle		



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	Stamp pad ink red	5 bottle			
	Balikbayan box	30 pcs			
	Ballpen black	300 pcs		P _____	P _____
	Ballpen red	300pcs			
	Ballpen blue	50 pcs			
	Board paper 220gsm A4, 10 sheets	20 sets			
	Index card plain 5x8, 100 Sheets	5 pack			
	Index card plain ruled 5x8, 100 sheets	5 pack			
	Paste 200 grams	10pcs			
	Photo paper a4, 20 sheets	10 sets			
	Post it 2x1 with sign here	20 pads			
	Post 2x2	20 pads			
	Post it 4x6	20 pads			
	Sharpener, 1 hole (small)	1 pc			
	Sticker Paper, a4 sheets	10 sets			
	Timecard, 100 sheets	3 bundle			
	Colored Paper 20 sheets	20 set			

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

Printed Name / Signature

Date