



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

REQUEST FOR QUOTATION

Date : June 1, 2021
Purchase Quotation No. 064-2021

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 *4*

QUANTITY	UNIT	ARTICLE / MERCHANDISE / SPECIFICATION	UNIT PRICE	TOTAL
70	piece	Balikbayan Box, Corrugated	150.00	10,500.00
888	piece	Ballpen, assorted	5.00	4,440.00
195	piece	Clearbook, A4	50.00	9,750.00
566	box	Clip, Backfold, all metal, clamping 19mm	11.00	6,226.00
587	box	Clip, Backfold, all metal, clamping 25mm	18.00	10,566.00
305	piece	Clip, Bulldog 2"	6.00	1,830.00
523	piece	Clip, Bulldog 3"	12.00	6,276.00
208	piece	Clip, Bulldog 2 1/2"	10.00	2,080.00
710	piece	Correction Tape	19.00	13,490.00
537	piece	Data Folder, made of chipboard with Taglia Lock	180.00	96,660.00
23	piece	Desk Tray	500.00	11,500.00
151	box	Fastener, metal	50.00	7,550.00
94	piece	File Organizer, expanding plastic, 12 pockets	105.00	9,870.00
2110	set	File Tab Divider, bristol board, A4	26.00	54,860.00
531	set	File Tab Divider, bristol board, Legal	35.00	18,585.00
21	box	Folder, Pressboard	1,000.00	21,000.00
57	piece	Frame, A4 size	145.00	8,265.00
145	jar	Glue, all purpose	100.00	14,500.00
8	piece	Index Box 5"x8"	200.00	1,600.00
13	bundle	Index Card 3x5" RBS	18.00	234.00
7	bundle	Index Card 5x8" Plain	35.00	245.00
279	bundle	Index Card 5x8" RBS	38.00	10,602.00
89	box	INDEX TAB, 5 sets per box	68.00	6,052.00
27	bundle	Looseleaf Cover, made of chipboard, Legal size	650.00	17,550.00
32	piece	Magazine File Box, made of chipboard, Legal size	75.00	2,400.00
363	piece	MARKER, PERMANENT, bullet type, black	30.00	10,890.00
196	piece	MARKER, PERMANENT, bullet type, blue	30.00	5,880.00

QUANTITY	UNIT	ARTICLE / MERCHANDISE / SPECIFICATION	UNIT PRICE	TOTAL
162	piece	MARKER, PERMANENT, bullet type, red	30.00	4,860.00
185	piece	MARKER, WHITEBOARD, black	34.00	6,290.00
155	piece	MARKER, WHITEBOARD, blue	34.00	5,270.00
112	piece	MARKER, WHITEBOARD, red	34.00	3,808.00
433	book	Notebook, Stenographer, spiral, 40 leaves	14.00	6,062.00
330	pad	Notepad, stick-on, 2"x2"	48.00	15,840.00
577	pad	Notepad, stick-on, 2"x3"	48.00	27,696.00
476	pad	Notepad, stick-on, 3"x3"	54.00	25,704.00
521	pad	Notepad, stick-on, 3"x4"	86.00	44,806.00
462	box	PAPER CLIP, vinyl/plastic coat, length: 32mm min	8.00	3,696.00
411	box	PAPER CLIP, vinyl/plastic coat, length: 48mm min	20.00	8,220.00
33	ream	Paper, Bond, Colored, Blue	370.00	12,210.00
52	ream	Paper, bond, colored, green	370.00	19,240.00
3	ream	Paper, Bond, Colored, Orange	370.00	1,110.00
103	ream	Paper, bond, colored, pink	370.00	38,110.00
66	ream	Paper, bond, colored, yellow	370.00	24,420.00
7	ream	Paper, Oslo, A4	200.00	1,400.00
155	box	Pencil, Lead with eraser, 12 pieces per box	70.00	10,850.00
41	piece	Pencil, Mechanical	50.00	2,050.00
83	bottle	Stamp pad Ink	35.00	2,905.00
63	piece	Stamp Pad Felt	35.00	2,205.00
631	box	Staple Wire, Standard (26/6)	26.00	16,406.00
16	roll	Tape, Adding Machine 2 1/2"	15.00	240.00
80	roll	Tape, Double Sided	30.00	2,400.00
127	roll	Tape, Masking 1"	17.00	2,159.00
91	roll	Tape, Masking 2"	30.00	2,730.00
223	roll	Tape, Packaging 2"	26.00	5,798.00
619	roll	Tape, Transparent 1"	10.00	6,190.00
196	roll	Tape, Transparent 2"	26.00	5,096.00
46	piece	Cutter, Blade	25.00	1,150.00
107	piece	Cutter, Knife	18.00	1,926.00
604	piece	Scissors	38.00	22,952.00
477	piece	Staple Remover	60.00	28,620.00
44	piece	Tape Dispenser, Table Top	90.00	3,960.00
650	pad	Sign Here Sticker	150.00	97,500.00
169	piece	Stapler, Standard Type	200.00	33,800.00
<p>NOTE: Please include the following required documents upon submission of your proposal</p> <ol style="list-style-type: none"> 1. Mayor's/Business Permit 2. PhilGEPS Reg Number/Certificate 3. Omnibus Sworn Statement (duly notarized within posting period) 4. Income Tax Return <p>Said documents shall be used for evaluation purposes (For DOF Use)</p>				861,080.00

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 _____ working days from receipt of your valid Purchase Order (PO). The quotation are good only up to _____

Canvassed by: _____

Supplier : _____
 By : _____
 Tel. No.: _____
 TIN No. : _____

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.



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