



REQUEST FOR QUOTATION

Date : October 12, 2022
Purchase Quotation No.: 290-2022

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 |
| 346 | box | Binder Clip, 19mm | 9.05 | 3,131.30 |
| 1314 | box | Binder Clip, 32mm | 22.36 | 29,381.04 |
| 101 | piece | Cutter/Utility Knife, for general purpose | 33.43 | 3,376.43 |
| 374 | piece | Data File Box, made of chipboard, with closed ends | 77.20 | 28,872.80 |
| 794 | piece | Data Folder, made of chipboard, taglia lock | 68.64 | 54,500.16 |
| 445 | piece | Envelope, Expanding, Plastic with Rubber Strap | 30.49 | 13,568.05 |
| 5028 | set | File Tab Divider, A4 size | 12.48 | 62,749.44 |
| 1148 | set | File Tab Divider, Legal size | 16.64 | 19,102.72 |
| 75 | box | Folder, Pressboard | 952.64 | 71,448.00 |
| 432 | can | Insecticide, aerosol type | 139.36 | 60,203.52 |
| 20 | roll | Tape, Transparent, 24mm | 11.18 | 223.60 |
| 67 | bundle | Looseleaf Cover, made of chipboard, for legal | 794.96 | 53,262.32 |
| 154 | piece | Magazine File Box, made of chipboard, Large size | 41.60 | 6,406.40 |
| 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 |
| 94 | can | Disinfectant Spray, aerosol | 128.96 | 12,122.24 |
| 863 | box | Paper Clip, 48mm | 14.04 | 12,116.52 |
| 286 | box | Pencil, lead with eraser, 12 pieces per box | 20.79 | 5,945.94 |
| 5 | roll | Tape, Transparent, 48mm | 19.97 | 99.85 |
| 43 | piece | Puncher with two hole guide | 150.80 | 6,484.40 |
| 230 | book | Record Book, 500 leaves | 101.92 | 23,441.60 |
| 101 | box | Rubber Band, #18 | 109.50 | 11,059.50 |
| 392 | roll | Tape, Packaging, 48mm | 22.36 | 8,765.12 |
| 910 | pack | Tissue, Paper Towel Interfolded | 50.00 | 45,500.00 |
| 256 | piece | Ballpen, assorted | 9.00 | 2,304.00 |
| 42 | piece | Clip, Bulldog 2" | 6.00 | 252.00 |

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| 10 | box | Envelope, Expanding, Kraftboard, legal | 738.40 | 7,384.00 |
| 25 | piece | Clip, Bulldog 2 1/2" | 8.00 | 200.00 |
| 131 | piece | Plastic, Envelope, Transparent | 25.00 | 3,275.00 |
| 58 | pad | Notepad 2" x 2" | 96.00 | 5,568.00 |
| 44 | can | Airfreshener, aerosol | 90.22 | 3,969.68 |
| 95 | pad | Notepad 3" x 3" | 54.08 | 5,137.60 |
| 7 | box | Transparency Film, A4 | 265.00 | 1,855.00 |
| 2 | box | Fastener, Metal | 94.64 | 189.28 |
| 80 | piece | Notebook, Stenographer, spiral, 40 leaves | 12.04 | 963.20 |
| 3 | box | Transparency Film, Legal | 300.00 | 900.00 |
| 200 | box | Binder Clip, 25mm | 15.27 | 3,054.00 |
| *** 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) | | | | |
| <i>(For GSD Use)</i> | | | | 702,481.49 |

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.