



Republic of the Philippines
DEPARTMENT OF FINANCE

Roxas Boulevard Corner Pablo Ocampo, Sr. Street
Manila 1004

REQUEST FOR QUOTATION

Date : February 1, 2023

Purchase Quotation No. : 2023-02-0017

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
616	can	Airfreshener, aerosol type	81.64	50,290.24
330	piece	Balibayan Box, corrugated	150.00	49,500.00
3073	piece	Ballpen, Black and Blue	10.00	30,730.00
486	pack	Battery AA, 2 pieces per pack	20.49	9,958.14
429	pack	Battery AAA, 2 pieces per pack	18.34	7,867.86
27	ream	Paper Multicopy, Letter size, 80gsm	290.00	7,830.00
30	piece	CD, Recordable	13.00	390.00
10	piece	CD, Re-writable	18.00	180.00
838	box	Binder Clip, 19mm	8.72	7,307.36
1010	box	Binder Clip, 25mm	14.75	14,897.50
793	box	Binder Clip, 32mm	25.56	20,269.08
477	box	Binder Clip, 50mm	56.04	26,731.08
98	piece	Clip Bulldog, 2"	10.00	980.00
231	piece	Clip Bulldog, 3"	13.00	3,003.00
1409	piece	Correction Tape	11.53	16,245.77
433	piece	Data File Box	77.20	33,427.60
750	piece	Data Folder, made of chipboard, Taglia lock	68.64	51,480.00
58	piece	Desk Tray	300.00	17,400.00
1035	can	Disinfectant Tray, aerosol type	139.89	144,786.15
30	piece	DVD, Re-writable	30.00	900.00
171	piece	Eraser, plastic/rubber for pencil	4.47	764.37
325	box	Fastener, metal	94.64	30,758.00
2367	set	File Tab Divider, A4 size, 5 tab per set	11.13	26,344.71
433	set	File Tab Divider, Legal size, 5 tab per set	14.23	6,161.59
11	box	Laminating Film, A4 size	1,000.00	11,000.00
5	box	Laminating Film, Legal size	1,500.00	7,500.00

QUANTITY	UNIT	ARTICLE / MERCHANDISE / SPECIFICATION	UNIT PRICE	TOTAL
5	box	Laminating Pouch, 70x100 mm	300.00	1,500.00
1	box	Laminating Pouch, B7 size	300.00	300.00
65	pack	Matte Photo Paper, A4 size	130.00	8,450.00
17	ream	Paper Multicopy, B4 size	190.00	3,230.00
17	ream	Paper Multicopy, A3 size, 70 gsm	480.00	8,160.00
3	piece	Puncher, 3-hole	1,900.00	5,700.00
58	piece	Ruler, 12"	12.00	696.00
790	pad	Sign Here Sticker	200.00	158,000.00
35	piece	Stapler, flat clinch, for #35	1,000.00	35,000.00
109	set	Sticker Paper, A4 size	50.00	5,450.00
176	roll	Tape, Double sided	40.00	7,040.00
30	roll	Tape, Duct	200.00	6,000.00
30	box	Transparency Film, A4 size	300.00	9,000.00
13	box	Transparency Film, Legal size	320.00	4,160.00
14	bottle	Ink, Parker Quink, Blue/Black	900.00	12,600.00
1	unit	Cutting Mat, Self-healing, 90x60 cm	5,000.00	5,000.00
2	ream	Paper Specialty, 120 gsm, A4 size	1,600.00	3,200.00
50	piece	Roller Ball Pen, 1.0mm, Broad/Large, Black	90.00	4,500.00
147	piece	Document Storage Box, Hardbound Stackable (with Lid), Black or Blue	315.00	46,305.00
162	piece	Data Folder with Lock, 3-Hole Vertical 2", A4 size	130.00	21,060.00
24	piece	Data Folder with Taglia Lock, 2-Hole, A4 size	150.00	3,600.00
37	piece	Ring Binder with label on 1 side, 3-Hole, 1", Legal/Folio size	173.00	6,401.00
11	piece	Ring Binder with label on 1 side, 3-Hole, 1.5", Legal/Folio size	209.00	2,299.00
82	piece	Ring Binder with label on 1 side, 3-Hole, 2", Legal/Folio size	220.00	18,040.00
100	piece	Ring Binder with label on 1 side, 3-Hole, 2.5", Legal/Folio size	250.00	25,000.00
5	piece	Ring Binder with label on 1 side, 3-Hole, 3" <i>(Color for Ring Binder: Black or Blue)</i>	297.00	1,485.00
<p>NOTE: Please include the following required documents upon submission of your proposal for evaluation purposes:</p> <p>1. Mayor's/Business Permit</p> <p>2. PhilGEPS Registration Number</p> <p><i>(For DOF Use)</i></p>				
				978,878.45

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 : _____



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By : _____

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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.