



Republic of the Philippines
DEPARTMENT OF FINANCE
Roxas Blvd. corner P. Ocampo St., 1004 Manila

REQUEST FOR QUOTATION

Date : April 17, 2024
Purchase Quotation No. : 2024-04-0041

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
80	pc	Data File Box Close Horizontal Legal Size	180.00	14,400.00
202	pc	Document Storage Box - with lid, hardbound, Legal	467.93	94,521.86
15	pc	Permanent marker (pointed/fine tip) - Colors: blue, black, red	40.00	600.00
44	can	Airfreshener - Lavender	180.15	7,926.60
30	pc	Columnar Book, 10 columns	48.30	1,449.00
20	pc	Binder (Archfile), A4 3"	159.85	3,197.00
100	pc	Correction Tape, 5mm x 12m	46.00	4,600.00
4	pc	Numbering Machine Ink Pad	44.85	179.40
6	pc	Desk Tary, plastic/acrylic - Three layers	600.00	3,600.00
20	box	Roller Ball Pen (Black), 12pcs/box	1,200.00	24,000.00
20	box	Roller Ball Pen (Blue), 12pcs/box	1,200.00	24,000.00
10	box	Roller Ball Pen (Red), 12pcs/box	1,200.00	12,000.00
3	pc	White Board wall mounted - Dimensions - 60cm*90cm - Dry erase steel - Corrugated cardboard	1,353.00	4,059.00

QUANTITY	UNIT	ARTICLE / MERCHANDISE / SPECIFICATION	UNIT PRICE	TOTAL
10	pack	- Galvanized steel aluminum frame Special paper - 200gsm, cream color - A4, 10 sheets per pack	66.00	660.00
5	pack	Parchment paper - 90 gsm, white color - A4, 50 sheets per pack	206.00	1,030.00
5	pack	Photopaper - A4, 220 gsm, Glossy - 20 sheets per pack	86.00	430.00
5	pack	Whiteboard magnet buttons - Assorted colors, 30mm, round shape ABS material - 12 pieces per pack	80.00	400.00
30	bundle	Looseleaf cover	875.00	26,250.00
		NOTE: Please include the following required documents upon submission of your proposal for evaluation purposes: 1. Mayor's/Business Permit 2. PhilGEPS Registration Number Additional required document to be submitted by the winning supplier before the issuance of Purchase Order 3. Duly Notarized Omnibus Sworn Statement (Revised)		
		<i>(For DOF Offices Use)</i>		223,302.86

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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 60 calendar days.

Canvassed by :

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



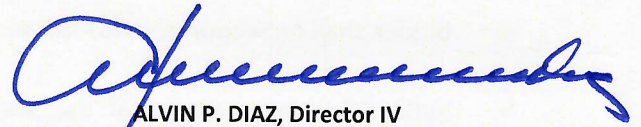
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Canvassed by :

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

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.