



Kaagapay ng Komunidad sa Maginhawang Pamimuhay

Standard Form Number: SF-GOOD-60

Revised on: January 08, 2018

Standard Form Title: Request For Quotation

Company Name: \_\_\_\_\_


Date: \_\_\_\_\_

Address: \_\_\_\_\_

Quotation No.: 2024062600149

PhilGEPS Reg. No. \_\_\_\_\_

Please quote you lowest price on the item/s listed below, subject to the General Conditions, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than \_\_\_\_\_, 2024.

  
 JUSANNE V. SALVADOR  
 SUPPLY OFFICER II  
 JUSANSALVADOR@YAHOO.COM  
 Tel/Fax No.: (02) 8817-3168

**General Conditions:**

1. All entries must be typewritten/accurate/readable.
  2. Delivery period must be within seven (7) calendar days only.
  3. Warranty shall be for a period of six (6) months for supplies and materials, one (1) year for equipment, from the date of acceptance by the Procuring Entity.
  4. Price validity must be within thirty (30) calendar days.
  5. Bidders must submit Certificate of PhilGEPS registration, updated Business Permit/Mayor's Permit, Notarized Omnibus Sworn Statement (for ABC's above 50k), and Income or Business Tax Return for ABC's above 500k.
  6. Bidders shall submit original brochures showing specifications of product being offered.
  7. All bid proposals must be VAT inclusive.
- (FAILURE TO DO SO WILL MEAN DISQUALIFICATION OF YOUR BID PROPOSAL.)**

Item No.	Item and Description	QTY	Approved Budget (In Php)	BID Price
A-000-766	BOND PAPER LONG 70msg-Legal Sized Bond Paper (8.5x13) 70 msg	100	26,500.00	
A-000-009	Bond Paper-Short, 80gsm	10	1,750.00	
A-000-008	Bond Paper-A4, 80gsm	100	19,500.00	
A-000-004	Ballpen, Black-Black, ordinary	50	250.00	
A-000-005	Ballpen, Blue-Blue, ordinary	50	250.00	
A-000-153	Sign Pen Blue-Pilot G2 .7	24	1,320.00	
A-000-152	Sign Pen Black-Pilot G2 .7	24	1,968.00	
A-000-153	Sign Pen Blue-Pilot G2 .5	24	1,320.00	
A-000-152	Sign Pen Black-Pilot G2 .5	24	1,968.00	
A-000-146	Ruler 12"-0	10	70.00	
A-000-767	STAPLE WIRE NO. 35(26/6)-6mm, 5000 staples per box	10	700.00	
A-000-070	Fastener-100pcs/box	10	380.00	

A-000-128	Puncher-with two whole guide	5	1,425.00
A-000-124	Pencil Sharpener-Ordinary with 2 Hole	10	50.00
A-000-121	Pencil w/ eraser-per pc.	20	140.00
	<b>Place of Delivery:</b> 2/F EBRO PELAYO BLDG. 1 COR JUAN LUNA-JACINTO ST., DAVAO CITY <b>Delivery Term:</b> FOB Destination <b>Term of Payment:</b> Check on Delivery		57,591.00

**Brand and Model:** \_\_\_\_\_  
**Delivery Period:** \_\_\_\_\_  
**Warranty:** \_\_\_\_\_  
**Price Validity:** \_\_\_\_\_  
**Payee's Name & TIN:** \_\_\_\_\_

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

\_\_\_\_\_  
Printed Name / Signature

\_\_\_\_\_  
Tel. No. / Cellphone No

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
Date