



Kaagapay ng Komunidad sa Maginhawang Ramunuhay




Standard Form Number: SF-GOOD-60  
 Revised on: January 08, 2018  
 Standard Form Title: Request For Quotation

Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 PhilGEPs Reg. No. \_\_\_\_\_

Date: \_\_\_\_\_  
 Quotation No.: 2025012100014

Please quote your 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 \_\_\_\_\_, 2025.

  
 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-000-011	Battery AA-dry cell,2 pieces per blister pack	100	4,000.00	
A-000-012	Battery AAA-dry cell,2 pieces per blister pack	100	4,000.00	
A-000-120	Glue-all-purpose, gross weight: 200grams, with tapered applicator attached to the cap	24	2,400.00	
A-000-371	Notepad 2x3-size: 50mm x 76mm, basis weight: 70gsm, sheet thickness: 0.09mm, shall have good adhesive quality, shall be easily removed from pad/surface without adhesive transfer, shall lay flat and without appreciable curl, shall be easy to write on, 100sheets per pad	100	7,000.00	
A-000-148	Rubber Band Big-350 grams, thickness: 1.0mm, Lay Flat Length: 70mm	50	9,000.00	
A-000-159	Stamp Pad-felt, bed dimension: 600mm x 100mm, color: purple	24	1,200.00	
A-000-156	Stapler Heavy Duty, Standard Type-loading capacity: 200 staples, staple pusher shall be a metal piece not spring	30	9,000.00	
A-000-114	Packaging Tape-usable length: 50meters, adhesion strenght: 6N/24mm, breaking strenght: 14N/24mm	120	6,000.00	
A-000-004	Ballpen, Black-black, ballpoint, .5, smooth ink pen	500	4,000.00	
A-000-005	Ballpen, Blue-blue, ballpoint, .5, smooth ink pen	300	2,400.00	
A-000-006	Ballpen, Red-red, ballpoint, .5, smooth ink pen	240	1,920.00	

A-000-050	Data Binder 3"-archfile, 3" spine 2 rings, durable LA mechanism, spine insert with metal-reinforced edges, finger pull hole, lockable front cover, color: blue, size: legal	20	3,000.00
A-000-049	Data Binder 2"-archfile, 2" spine 2 rings, durable LA mechanism, spine insert with metal-reinforced edges, finger pull hole, lockable front cover, color: blue, size: legal	20	3,000.00
A-000-054	Double Adhesive w/ Foam-double sided tape coated with permanent adhesive on both sides, strong and sticky double-sided tape that's easy to tear, size: 24mm x 10m	30	9,000.00
A-000-055	Double Adhesive w/o Foam-double sided tape coated with permanent adhesive on both sides, strong and sticky double-sided tape that's easy to tear, size: 24mm x 10m, color: white	50	5,000.00
A-000-138	Ring Binder 1"-80rings, color: black	20	700.00
A-000-140	Ring Binder 3/4"-80rings, color: black	20	600.00
A-000-141	Ring Binder 1/2"-80rings, color: black	20	400.00
A-000-146	Ruler 12"-Flexible, transparent/ clear, ruler scale: millimeters, centimeters and inches, clear and sharp ruler scales	20	400.00
<b>Place of Delivery:</b> 8737 BDO PLAZA PASEO DE ROXAS MAKATI CITY <b>Delivery Term:</b> FOB Destination <b>Term of Payment:</b> 15 working days upon complete delivery			<b>73,020.00</b>

**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