



Kaagapay ng Komunidad sa Maginhawang Pamumuhay




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.: 2025042500126

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 _____, 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. According to BIR Revenue Regulatios No. 017-2024, the final settlement requires the presentation of an updated BIR tax clearance. Non-submission of a tax clearance entitles SHFC to suspend payment for any goods or services delivered.

(FAILURE TO DO SO WILL MEAN DISQUALIFICATION OF YOUR BID PROPOSAL.)

Item No.	Item and Description	QTY	Approved Budget (In Php)	BID Price
A-000-004	Ballpen, Black-black, ballpoint, .5, smooth ink pen	500	3,500.00	
A-000-005	Ballpen, Blue-blue, ballpoint, .5, smooth ink pen	300	2,100.00	
A-000-025	Clip Backfold 1 1/4"-all metal, clamping length: 32mm, clamping depth: 14mm, thickness metal: 0.30mm, 12 pieces per box	60	1,800.00	
A-000-026	Clip Backfold 1 5/8"-12pieces/box	60	2,700.00	
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	1,750.00	
A-000-070	Fastener-metal, non-sharp edges, for paper, able to hold 25mm thick of multipurpose paper, 70mm between prongs, with prongs forming an integral part of the base, 50 sets per box	100	6,000.00	
A-000-081	Folder Divider A4-material: bristol board, size: leaf length-297mm, width: 210mm, tab length: 65mm, width:12mm, basis weight: 153gsm, thickness: 0.22mm, five colors per set	100	3,500.00	
A-000-087	Index Tabs-sticky film index, size: 15x44mm, 20 sheets per pad, assorted colors/ design, 5 pads per pack	200	10,000.00	
A-000-103	Marker, Permanent Black-tip: felt, bullet type, point: medium, drying performance: there shall be no signs of offsetting when one sheet of paper is place on top of specimen for one minute	96	1,920.00	
A-000-108	Notepad 3x3-size: 76mm 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	500	40,000.00	
A-000-119	Paste, Jar-with applicator, 200GMS	24	1,440.00	

A-000-120	Glue-all-purpose, gross weight: 200grams, with tapered applicator attached to the cap	24	2,160.00	
A-000-150	Scotch Tape 1"-usable length: 50meters, adhesion strenght: 6N/24mm, breaking strenght: 14N/24mm	240	7,200.00	
A-000-313	Acetate-PVC Binding Cover, size: A4, clear, 300microns, 100pcs per pack	10	10,000.00	
A-000-128	Puncher-with two hole guide, diameter of hole: 7mm, the distance between the two holes shall be 70mm	10	2,000.00	
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	4,500.00	
A-001-383	White Board-magnetic, size: 18x12 inches with aluminum frame	1	500.00	
A-000-330	Map Pin-magnet button, 4 pieces per pack	2	200.00	
A-001-333	Bond Paper, A3-A3 80gsm (11.69 x 16.53 in)	3	1,665.00	
A-001-333	Bond Paper, A3-A3 80gsm (11.69 x 16.53 in)	1	555.00	
A-001-880	Index Card 5 x 8-UNRULED	10	700.00	
A-000-087	Index Tabs-10pcs/box - CLEAR	30	2,040.00	
	Place of Delivery: 8737 BDO PLAZA PASEO DE ROXAS MAKATI CITY Delivery Term: FOB Destination Term of Payment: 15 working days upon complete delivery		110,230.00	

Brand and Model: _____

Delivery Period: _____

Warranty: _____

PriceValidity: _____

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