



Republic of the Philippines

SOCIAL HOUSING FINANCE CORPORATION

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.: 2025070400208

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
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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 Regulation 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-000-099	Marker, Fluorescent-barrel: flat, tip: chisel point, material and structure: the barrel and the cap shall be made of plastic and cap shall fit snugly or firmly to the barrel, quality: legibility of highlighted word - fluorescent markers shall highlight a line, word or words, the highlighted text when reproduced thru fax, scanner and photocopier shall be legible, cap-off time: 45mins, 3pieces per set	50	2,000.00	
A-000-133	Record Book 300 pages-paper stock shall be white bond, non-blot, basis weight: 55gsm, thickness: 0.07mm, size: 205mm x 265mm, machine pre-numbered pages, cover: material - laminated chipboard, thickness: 1mm, size: 214mm x 278mm, number of writing lines: 37, durable smythe sewn binding, allows both side writing	50	10,000.00	
A-000-134	Record Book 500 pages-paper stock shall be white bond, non-blot, basis weight: 55gsm, thickness: 0.07mm, size: 205mm x 265mm, machine pre-numbered pages, cover: material - laminated chipboard, thickness: 1mm, size: 214mm x 278mm, number of writing lines: 37, durable smythe sewn binding, allows both side writing	40	10,000.00	
A-000-150	Scotch Tape 1"-usable length: 50meters, adhesion strenght: 6N/24mm, breaking strenght: 14N/24mm	120	3,600.00	
A-000-026	Clip Backfold 1 5/8"-12pieces/box, color: black	60	2,100.00	
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	5,000.00	
A-000-138	Ring Binder 1"-80 rings, color: black	20	600.00	
A-000-139	Ring Binder 2"-80rings, color: black	20	1,000.00	
A-000-140	Ring Binder 3/4"-80rings, color: black	10	250.00	

A-001-559	Post it/Sticky film index-size: 15x44mm, 20 sheets per pad, assorted colors/design, 5pads per pack	200	8,000.00	
A-000-004	Ballpen, Black-ballpoint, .5 smooth ink pen	500	2,750.00	
A-000-006	Ballpen, Red-ballpoint, .5 smooth ink pen	60	330.00	
A-000-011	Battery AA-dry cell,2 pieces per blister pack	100	4,000.00	
A-000-434	Flash Drive 32GB-USB version 2.0/3.0 port compatible, plug-n-play, with light indicator, with carrying strap, ISO certified 9001:2008, product warranty: 1 year	20	4,000.00	
	Place of Delivery: 8737 BDO PLAZA PASEO DE ROXAS MAKATI CITY Delivery Term: FOB Destination Term of Payment: 15 working days upon complete delivery		53,630.00	

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