



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: _____


Date: _____

Address: _____

Quotation No.: 2022112100632

PhiIGEPS 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 _____, 2022.


 JUSANNE M. 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, 1.5volts, alkaline no mercury and cadmium added	60	2,400.00	
A-000-012	Battery AAA-dry cell,2 pieces per blister pack, 1.5volts, alkaline no mercury and cadmium added	60	1,500.00	
A-000-025	Clip Backfold 1 1/4"-12pieces/box - 32mm	30	900.00	
A-000-027	Clip Backfold 3/4"-12pieces/box - 19mm, all metal, clamping depth: 10mm color: black	72	1,080.00	
A-000-043	Correction Tape--Disposable, gear type, single line type, with mechanism for adjustment/ rewinding, tape type: film based, usable length: 8meters, color: white opaque	200	5,000.00	
A-000-063	Envelope Expanding Kraft-280mm x 250mm Legal, smooth surface, expansion: 50mm, thickness: .38mm, with string and eyelet or elastic strap, 100s per box	10	25,000.00	
A-000-070	Fastener-100pcs/box, plastic	50	2,500.00	
A-000-070	Fastener-100pcs/box, metal	50	2,500.00	
A-000-075	Folder Fancy Legal-size: 225mm x 345mm, thickness: .24mm, with durable and reusable sliding plastic grip, color: green, 50s per bundle	2	800.00	
A-000-076	Folder Fancy A4-size: 225mm x 320mm, thickness: .24mm, with durable and reusable sliding plastic grip, color: green, 50s per bundle	2	1,000.00	
A-000-099	Marker, Fluorescent-chisel point, 3 assorted colors per set	50	3,000.00	
A-000-104	Masking Tape 1"-Usable length: 50 meters, adhesion strength: 8.5N/24mm width, breaking strength: 65N/24mm width	72	11,520.00	

A-000-108	Notepad 3x3-stick -on, size: 76mm x 76mm, basis weight: 70gsm, shall pass lay-flat test, assorted colors except bright colors	200	12,000.00
A-000-116	Paper Clip Small-32mm, 100pcs/box	100	1,500.00
A-000-125	Parchment Paper, A4-210mm x 297mm, 80gsm, multipurpose fine translucent, suitable for laser/inkjet printing, 100sheets per box	10	1,800.00
A-000-128	Puncher-heavy duty, punching capacity: 30sheets of 70gsm, with two whole guide, diameter of hole: 7mm	5	1,750.00
A-000-149	Scissors-Straight trimmers intended for cutting papers, plastic, cotton, rubber and other materials, overall length: 160mm, length of the cutting blade: 70mm, blades shall be made of stainless steel	40	2,000.00
A-000-150	Scotch Tape 1"-width: 24mm, usable length: 50meters, adhesion strength: 6N/24mm	240	4,800.00
A-000-151	Scotch Tape 2"-width: 48mm, usable length: 50 meters, adhesion strength: 6N/24mm	72	2,160.00
A-000-152	Sign Pen Black-ink color: black, type: liquid or gel, tip: 0.5mm, needle type	120	4,800.00
A-000-159	Stamp Pad-made of metal, plastic or combination of plastic and metal, stamp bed shall be composed of an absorbent material, pre-inked, stamp bed size: W60mm L100mm	24	1,200.00
A-000-371	Notepad 2x3-stick-on, size: 50mm x 76mm, basis weight: 70gsm, shall be easy to write on and have good adhesive quality, assorted colors except bright colors	200	10,000.00
Place of Delivery: 8737 BDO PLAZA PASEO DE ROXAS MAKATI CITY Delivery Term: FOB Destination Term of Payment: 15 working days upon complete delivery			99,210.00

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