




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.: 2.02212E+12

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 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-000-004	Ballpen, Black-Black, Ballpen Panda	30	142.50	
A-000-005	Ballpen, Blue-Blue Pandan Pen	30	142.50	
A-000-008	Bond Paper-A4, 80gsm	200	36,200.00	
A-000-010	Bond Paper-Legal, 80gsm	150	30,900.00	
A-000-116	Paper Clip Small-32mm, 100pcs/box	90	945.00	
A-000-117	Paper Clip Jumbo-48mm, 100pcs/box	90	2,002.50	
A-000-120	Glue-Glue 130g.	30	1,312.50	
A-000-121	Pencil w/ eraser-Pencil	30	187.50	
A-000-149	Scissors-blade length 6"	15	262.50	
A-000-152	Sign Pen Black-Sign Pen Black .3	60	1,305.00	
A-000-156	Stapler Heavy Duty, Standard Type-Loading Capacity 200 staples	15	1,556.25	
	Place of Delivery: 2/F EBRO PELAYO BLDG. 1 COR. JUAN LUNA-JACINTO ST., DAVAO CITY		74,956.25	
	Delivery Term: FOB Destination			
	Term of Payment: Check on Delivery			

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