



Kaagapay ng Komunidad sa Maginhawang Pamumuhay




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

SHFC
 APPROVED FOR POSTING
 Date: _____
 Quotation No.: 2022051700505 / PR 2022-05-47

Company Name: _____
 Address: _____
 PhilGEPS Reg. No. _____

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 _____, 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 & Business Permitter Mayors Permit.
6. Bidders shall submit original brochures showing specifications of product being offered.
 (FAILURE TO DO SO WILL MEAN DISQUALIFICATION OF YOUR BID PROPOSAL.)

Item No.	Item and Description	QTY	Approved Budget (In Php)	BID Price
A-001-048	Highlighter-chisel point, 3 assorted colors per set, writing performance shall continuously highlight on multi purpose paper	14	840.00	
A-000-124	Pencil Sharpener-Manual, table mountable type, with metal clamp, single cutter-head, one hole guide, 9-10mm in a diameter	5	2,250.00	
A-000-126	Photo Paper A4-A4, glossy, 10s per pack	10	1,000.00	
A-000-129	Push Pin-flat head, 100pcs per case	10	800.00	
A-000-148	Rubber Band Big-Lay Flat Length 70mm, 350grams	20	6,000.00	
A-000-149	Scissors-blade length 70mm, over all length 160mm, blades shall be made of stainless steel	40	1,600.00	
A-000-154	Sign Pen Red-liquid/gel ink, 0.5mm needle tip, with non-slip rubber grip, sign pen shall write smoothly and easily under normal writing pressure and shall not show noticeable change in ink intensity	50	3,000.00	
A-000-160	Notebook-stenographer, 40leaves, spiral, basis weight: 55gsm bond, size: 150mmx225mm	100	2,000.00	
A-000-159	Stamp Pad-felt, made of metal, plastic or combination; stamp bed size: Width: 50mm Length: 100mm	12	600.00	
A-000-162	Tissue Paper-2plys sheets, 150pulls per roll, 100% recycled pulp, shall be atleast Elementary Chlorine Free, 12rolls in a pack	50	7,500.00	
A-000-164	Tape Dispenser-table top for 24mm width tape, heavy duty, with non-skid full rubber base	10	1,500.00	
A-000-220	Calculator 12-Digit-COMPACT, electronic, 12 digits cap, LCD display, two-way power source (solar and cell), manufacturer must be ISO 9001:2008 certified	20	7,000.00	
A-000-320	Ink Trodat-28mL, red	6	1,200.00	

A-000-026	Clip Backfold 1 5/8"-12pieces/box	100	5,000.00	
A-000-024	Clip Backfold 2"-12pieces/box - 50mm	50	3,000.00	
A-000-043	Correction Tape-8m usable length, disposable, gear type, single line tape, with mechanism for adjustment/ rewinding	30	600.00	
A-000-365	Staple Wire 23/13 -chisel point, metal, non-rust	10	600.00	
A-000-104	Masking Tape 1"-usable length: 50meters, adhesion strength: 8.5N, breaking strength: 65N	30	2,100.00	
A-000-103	Marker, Permanent Black-tip: felt, bullet type; point: medium	36	900.00	
A-000-116	Paper Clip Small-32mm, 100pcs/box, vinyl type	50	500.00	
A-000-117	Paper Clip Jumbo-48mm, 100pcs/box	50	1,000.00	
A-000-070	Fastener-100pcs/box, metal	50	2,000.00	
A-000-063	Envelope Expanding Kraft-Legal, 100s per box	8	12,000.00	
	Place of Delivery: 8737 BDO PLAZA PASEO DE ROXAS, MAKATI CITY		62,990.00	
	Delivery Term: FOB Destination			
	Term of Payment: 15 working days upon complete 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

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