


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

Date: \_\_\_\_\_  
Quotation No. \_\_\_\_\_

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
TIN Num: \_\_\_\_\_

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  
Procurement Officer II  
Tel/fax. No. 8817-3168  
[jusansalvador@yahoo.com](mailto:jusansalvador@yahoo.com)

- General Conditions:
- All entries must be typewritten/accurate/readable.
  - Delivery period must be within seven (7) calendar days only.
  - 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.
  - Price validity must be within thirty (30) calendar days.
  - Bidders must submit Certificate of PhilGEPS registration & Business Permit or Mayors Permit**
  - 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 Total Cost	BID PRICE
1	Ballpen, black, ballpoint	500pieces	5,000.00	
2	Ballpen, Blue, ballpoint	500pieces	5,000.00	
3	Ballpen, Red, ballpoint	100pieces	1,000.00	
4	Battery AA – dry cell, 2pieces per blister pack	50packs	10,000.00	
5	Clip Backfold 2” – 12pieces/ box	100boxes	6,000.00	
6	Clip Backfold 1 1/4” – 12pieces/ box	100boxes	3,000.00	
7	Clip Backfold 3/4” – 12pieces/ box	100boxes	1,500.00	
8	Double Adhesive w/o foam – 1”	50rolls	1,500.00	
9	External Hard Disk 1TB, 2.5” HDD, USB 3.0	30units	105,000.00	
10	Flash Drive 16GB	50units	25,000.00	
11	Folder Tagboard Legal – 240mmx365mm , 100pcs per pack	10packs	4,500.00	
12	Folder Pressboard – 370mmx240mm, white and green lining	2,000pieces	50,000.00	
13	Notepad 3x3, assorted colors, shall pass lay-flat test and adhesiveness	100pads	6,000.00	
14	Notepad 2x2, assorted colors, shall pass lay-flat test and adhesiveness	100pads	6,000.00	
15	Glue, all-purpose, 200grams with applicator	24jars	1,920.00	
16	Puncher with two hole guide	5units	1,000.00	
17	Rubber band, big – lay flat length 70mm, 350grams	10boxes	1,300.00	

18	Stapler Heavy Duty, standard type – loading capacity 200staples	20units	3,000.00	
19	Tissue Paper – 2ply sheets, 150pulls, 8rolls per pack	50packs	6,000.00	
20	Clip Backfold 1” -12pieces per box	100boxes	2,500.00	
21	Flash Drive 32GB -	30pieces	30,000.00	
	Place of Delivery : <b>MAKATI CITY</b> Delivery Term : FOB Destination		<b>275,220.00</b>	

Brand and Model : \_\_\_\_\_  
 Delivery Period : \_\_\_\_\_  
 Warranty : \_\_\_\_\_  
 Price Validity : \_\_\_\_\_  
 Payee's Name : \_\_\_\_\_

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