

REQUEST FOR QUOTATION

P.R. No./Date - 201812 - 0422 / December 10, 2018

RFQ No./Date: 201812-0278 / December 12, 2018

Sir / Madam:

Please quote your lowest price/s for the item/s listed below including the total amount in legible style (preferably typewritten) and return this duly signed by the company's authorized signatory/ies to the General Services Division, Administrative Office c/o Mr. Jeson Q. de la Torre, 25/F Floor of the above address or e-mail to procurement@phcc.gov.ph on or before **18 December 2018, 12NN**.

Your participation to this bidding shall be subject to the requirements as identified below:

- PhilGEPS Registration Number.
- Mayor's/Business Permit / BIR Certificate of Registration in case of individual.
- Latest Income/Business Tax Return.
- Omnibus Sworn Statement.
- Signed Terms of Reference.
- Proposal must be inclusive of all applicable government taxes and subject to 5% R-VAT and 1% (PO) or 2% (JO) deductions
- Bids must be submitted using this form. Supplemental information using your company stationery may be attached to reflect the complete specification of bid e.g., brand name, model, pictures/brochures/literature, menu, etc.
- Bids should not exceed the Approved Budget for the Contract (ABC) in the total amount of **₱229,644.00**
- Award shall be made by lot (please bid for all items to avoid disqualification of bid) or
- Award shall be made by line item.
- Bids should be valid for a **minimum of one (1) month** from deadline of submission of bids as indicated above
- Procured items shall be delivered to PCC Office
- Payment terms: Send Bill arrangement
- Refusal to sign and accept an Award/Purchase Order/Job Order or enter into contract without justifiable reason, maybe ground for imposition of administrative sanctions under Rule XXIII of the Revised IRR of RA 9184.

In case you do not receive any communication from PCC 3 days/months from the deadline indicated above, it will mean that the award was not made in your favor. With the end in view of obtaining the contract most advantageous to the government, PCC reserves the right to: 1) accept or reject any or all the quotations/bids; 2) award the contract on a per item/lot basis; and 3) to annul the bidding process and to reject all quotations/bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

For clarifications, please contact PCC-ALO-GSD - c/o Mr. Jeson Q. de la Torre, in the above address/telephone numbers.

Very truly yours,
(Originally Signed)

ATTY. JOSEPH MELVIN B. BASAS
Chairperson, PCC Bids and Awards Committee

Item No.	QTY	UNIT	ITEM/DESCRIPTION	TOTAL BUDGET PER LINE ITEM	BRAND/MODEL	UNIT PRICE	TOTAL (Php)
					(To be filled-up by the supplier)		
Purchase of 2-Month Requirement Supplies (Non-PS)							
1	120	box	Clip, Backfold (1 1/4 inch) 12/box	₱ 40.00			
2	75	piece	Stapler, Standard Type No.35	₱ 200.00			
3	30	piece	Fastener, Plastic	₱ 60.00			
4	50	piece	Glue Stick	₱ 40.00			
5	50	piece	Ring Binder, plastic, 25mm, Black	₱ 35.00			
6	160	piece	Archfile Folder, Horizontal A4, 3in width 2-holes	₱ 150.00			
7	145	piece	Archfile Folder, Vertical Legal, 3in width 2-holes	₱ 150.00			
8	100	piece	Magazine File Box	₱ 100.64			
9	10	ream	PVC Binding Cover, A4 100/pack	₱ 500.00			
10	10	ream	Morocco Binding Cover, A4 (Blue) 100/pack	₱ 500.00			
11	84	piece	Sign Pen, Black 0.5mm, Needle Tip Liquid/Gel Ink	₱ 30.00			
12	84	piece	Sign Pen, Blue 0.5mm, Needle Tip Liquid/Gel Ink	₱ 30.00			
13	50	pack	Battery, AAA 1.5V Dry Cell (4pcs/pack)	₱ 87.50			
14	50	pack	Battery, AA 1.5V Dry Cell (4pcs/pack)	₱ 75.50			
15	100	piece	Scissors, Symmetrical	₱ 50.00			
16	60	piece	Notepad, Stick-On 3x3	₱ 60.00			
17	100	piece	Notepad, Stick-On 3x4	₱ 60.00			
18	60	piece	Notepad, Stick-On 2x3	₱ 50.00			
19	50	pack	Colored Paper, 10 sheets/pack, Assorted Colors	₱ 50.00			
20	50	pack	Vellum Board, A4 Cream 220gsm	₱ 60.00			

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21	50	pack	Vellum Board, Legal Cream 220gsm	₱	65.00			
22	50	piece	Double-Sided Tape, 24mm, 10meters	₱	50.00			
23	3000	piece	Letter Envelope, White Ordinary	₱	1.00			
24	30	piece	Glue, 200grams	₱	50.00			
25	48	piece	Tape, transparent, 24mm	₱	30.00			
26	50	piece	Flash Drive, 8GB	₱	300.00			
27	158	piece	Post-it "SIGN HERE"	₱	200.00			
28	126	piece	Post-it Tab, Tape Flag	₱	150.00			
29	7	pack	Fine Point Marker, Permanent, Black (12/pack)	₱	500.00			
30	50	pack	Sticker Paper, A4 Glossy 10/pack	₱	50.00			
31	300	piece	ID Event Sleeves, Plastic (A7, 4.10x2.90) Horizontal with String	₱	15.00			
32	50	pack	Photo Paper, High Glossy, A4	₱	100.00			
33	70	box	Clip, Backfold (2 inch) 12/box	₱	50.00			
34	10	box	Tissue Roll, 2ply 400 sheets 48rolls/box	₱	600.00			
XXXXXXXXXXXXNOTHING FOLLOWSXXXXXXXXXXXX								
This procurement shall be subject to the salient provisions of the IRR of RA 9184 - Liquidated Damages - Section 68 and the delivery schedule shall be completed within 5 calendar days from the receipt of the Purchase Order.								
							TOTAL:	

(Bidders, please provide complete information below)

Posted on _____

Farmed-out _____

Retrieved on _____

Signature : _____

Name/Designation : _____

Name of Company : _____

Address : _____

Telephone/Fax : _____

E-mail Address: _____

TIN : _____