

Republic of the Philippines
Department of Public Works and Highways
NATIONAL CAPITAL REGION
Manila

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Name of Procuring Entity	Request for Quotation (P.R.): 2024-12-075
Revised on	Date: 12/11/2024
Standard Form/Title	REQUEST FOR QUOTATION
Office/End-User:	Planning and Design Division
COMPANY NAME:	
ADDRESS :	
TEL. NO./FAX NO.:	

Please quote your lowest price on the item(s) listed below, subject to the Terms and Condition listed below and submit your quotation duly signed by your representative not later than 10:00 A.M. of December 16, 2024 in the return sealed envelope attached herewith to the BAC Secretariat, 2nd Floor, 2nd St., Port Area, Manila

TERMS and CONDITION :

- All entries must be type written or lightly written
- Delivery period within Five (5) calendar days upon receipt of the approved funded Purchase Order (P.O.), Administrative penalties pursuant to Sec. 69 of the Revised IRR-RA 9184 shall be imposed for non-delivery without valid reason.
- Warranty shall be for a minimum of three (3) months for supplies & materials, one (1) year Equipment, from date of acceptance by the end-user
- Price validity shall be for a period of sixty (60) calendar days.
- PHILGEPS Registration Certificate or Registration No./ Mayor's Permit/ DTI or SEC Registration Certificate/ Tax Clearance / Omnibus Sworn Statement (For ABCs above ₱50K) / Income/Business Tax Return (For ABCs above ₱500k) shall be attached upon submission of the quotation.
- Bidders shall submit brochures showing certifications of the product applicable
- Please indicate the brand for each item being offered, delivery period, price validity and warranty.
- All documents must be CERTIFIED TRUE COPY.
- The approved budget ceiling for this procurement is **Php 103,955.00**

Very truly yours,

JORD ACHILES R. DAVID
Chief, Administrative Division
BAC Chairperson

ITEM NO.	ITEM & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL AMOUNT	BRAND AND MODEL
1	Paper, Multi-Copy A4	25	ream	P	P	
	Premium Grade, 80 gsm, 500 sheets per reams					
2	Highlighter pen, 4pcs/set assorted color	10	set	P	P	
3	Sign pen, black, 0.5mm needle tip	50	pc	P	P	
4	Sign pen, blue, 0.5mm needle tip	10	pc	P	P	
5	Paper Clips, gem type, 32mm, 100s/box	10	box	P	P	
6	Binder Clip, 3/4" width	10	box	P	P	
7	Binder Clip, 1" width	10	box	P	P	
8	Binder Clip, 1 1/4" width	10	box	P	P	
9	Binder Clip, 1.62" width	10	box	P	P	
10	Ruler, 12 inch	10	pc	P	P	
11	Scissors, 7"	10	pc	P	P	
12	Staple wire, standard size, 26/6, No. 35	17	box	P	P	
13	Correction Tape	10	pc	P	P	
14	Mechanical Pencil, 0.5	10	pc	P	P	
15	Mechanical Pencil, 0.7	10	pc	P	P	
16	Mechanical Pencil refill, 0.5	10	pc	P	P	
17	Mechanical Pencil refill, 0.7	10	pc	P	P	
18	Marker Pen, Whiteboard, Black	11	pc	P	P	
19	Marker Pen, Permanent, Black	10	pc	P	P	
20	Marker Pen, Permanent, Blue	10	pc	P	P	
21	Scotch Tape, 1"	10	roll	P	P	

Delivery Period : _____

Price Validity : _____

Warranty : _____

After having carefully read and accepted your General condition I / We quote you on the item(s) at prices noted above.

Printed Name/Signature

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Date: 12/11/2024

Office/End-User: Planning and Design Division

TEL. NO./FAX NO.:

TERMS and CONDITION :

- Very truly yours,

JORD ACHAES N. DAVID
Chief, Administrative Division
BAC Chairperson

Printed Name/Signature