

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

Page 1 of 2

Name of Procuring Entity	Request for Quotation (P.R.): 2024-12-081
Revised on	Date: 12/19/2024
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 23, 2024 in the return sealed envelope attached herewith to the BAC Secretariat, 2nd Floor, 2nd St., Port Area, Manila

TERMS and CONDITION:

1. All entries must be type written or lightly written
2. 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.
3. 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
4. Price validity shall be for a period of sixty (60) calendar days.
5. 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.
6. Bidders shall submit brochures showing certifications of the product applicable
7. Please indicate the brand for each item being offered, delivery period, price validity and warranty.
8. All documents must be CERTIFIED TRUE COPY.
9. The approved budget ceiling for this procurement is **Php 417,930.00**

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	20	ream	P	P	
	Premium Grade, 80 gsm, 500 sheets per reams					
2	Paper, A3 size, (297mm x 420 mm)	5	ream	P	P	
	Premium Grade, 80 gsm, 500 sheets per reams					
3	Expandable Envelope with handle (Legal size)	35	pc	P	P	
4	Highlighter pen, 4pcs/set assorted color	35	set	P	P	
5	Sign pen, black, 0.5mm needle tip	70	pc	P	P	
6	Sign pen, blue, 0.5mm needle tip	70	pc	P	P	
7	Mechanical Pencil, 0.5	70	pc	P	P	
8	Mechanical Pencil, 0.7	70	pc	P	P	
9	Mechanical Pencil refill, 0.5	70	pc	P	P	
10	Mechanical Pencil refill, 0.7	70	pc	P	P	
11	Correction Tape	35	pc	P	P	
12	Spring Journal Notebook, A5, Dotted	35	pc	P	P	
13	Sticky notes, 3x3, 100s	35	pc	P	P	
14	Folder, Beige, A4 size	3	pack	P	P	
15	Stapler, capacity 50 sheets	35	pc	P	P	
16	Stapler Remover, plier type	35	pc	P	P	
17	Flash Drive, 256 GB, SSD, OTG USB-C, USB 3.2	35	pc	P	P	
18	Marker Pen, Whiteboard, Black	35	pc	P	P	
19	Paper Clips, gem type, 32mm, 100s/box	35	box	P	P	
20	Binder Clip, 3/4" width	35	box	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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Page 2 of 2

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Standard Form/Title REQUEST FOR QUOTATION Office/End-User: Planning and Design Division

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JORD ACHAES N. DAVID
Chief, Administrative Division
BAC Chairperson

ITEM NO.	ITEM & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL AMOUNT	BRAND AND MODEL
21	Binder Clip, 1" width	35	box	P	P	
22	Binder Clip, 1 1/4" width	35	box	P	P	
23	Binder Clip, 1.62" width	35	box	P	P	
24	Extension cord, 4-gang	14	pc	P	P	
	5-meter wire cord					
	Voltage Surge Protector, Max Capacity: 2500W					
	With line filter, noise filter					
	Royal cord #16/3 (5 meters)					
	Metal casing: Powder-coated					
	With on/off switch					
25	Traffic Vest with logo (For seminar)	35	pc	P	P	
26	Refillable Ink Tank Printer, A3 size	3	unit	P	P	
	Print, Scan, Copy					
	Borderless printing, transparent ink tanks					
	Input capacity: at least 60 sheets					
	With warranty and user manual					
	Print resolution: 1200 x 1200 dpi (black)					
27	Ink bottle black (compatible with delivered printer)	30	btl	P	P	
28	Ink bottle cyan (compatible with delivered printer)	30	btl	P	P	
29	Ink bottle magenta (compatible with delivered printer)	30	btl	P	P	
30	Ink bottle yellow (compatible with delivered printer)	30	btl	P	P	
	x x x					
	GRAND TOTAL =				P	
	NOTE: For use of Planning and Design Division - Multi Year and Scheduling (MYPs) and Validation Program.					

Delivery Period : _____

Price Validity : _____

Warranty : _____

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Printed Name/Signature