

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.): 2024-12-084
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 35,600.00**

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	Wooden Frame Bulletin Card Board, 20x30 cm	10	pc	P	P	
2	Paper, Multi-Copy A4	40	ream	P	P	
	Premium Grade, 80 gsm, 500 sheets per reams					
3	Paper, Legal size	5	ream	P	P	
	Premium Grade, 80 gsm, 500 sheets per reams					
4	Highlighter pen, 4pcs/set assorted color	10	set	P	P	
5	Flash Drive, 128 GB, SSD, OTG USB-C, USB 3.0	10	pc	P	P	
6	Push pins, 100s	10	pack	P	P	
7	Sign pen, black, 0.5mm needle tip	20	pc	P	P	
8	Envelope, Expanding	20	pc	P	P	
9	Sticky Note, Tape flag, "Sign Here" - Neon	25	pack	P	P	
10	Correction Tape	10	pc	P	P	
11	PVC Eraser	10	pc	P	P	
12	Sticker paper, A4 size, 80gsm glossy	10	pack	P	P	
13	Photo paper, A4 size, glossy (20 sheets/pack)	10	pack	P	P	
14	All Multi-purpose glue, white	5	btl	P	P	
	X X X					
	GRAND TOTAL =				<b>P</b>	
	NOTE: For use of Planning and Design Division (Gender and Development (GAD))					

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