



Funding the Republic

REPUBLIKA NG PILIPINAS  
KAGAWARAN NG PANANALAPI  
**KAWANIHAN NG INGATANG-YAMAN**  
(BUREAU OF THE TREASURY)  
Intramuros, Manila

PR No. 2024-01-0033  
January 17, 2024

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REQUEST FOR QUOTATION (Shopping)

Madam/Gentleman:

Please quote your lowest price/s, tax included, on the item specifically described as follows:

Lot	Item No.	Qty	Particulars	Approved Budget for the Contract (ABC)	Offered Specifications	Unit Price	Total Price
1	-	1 lot	SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES, composed of the following:				
	1	100 piece	BALLPEN, black, preferably Pilot	₱3,000.00			
	2	100 piece	BALLPEN, blue, preferably Pilot	₱3,000.00			
	3	50 piece	BALLPEN, red, preferably Pilot	₱1,500.00			
	4	150 pack	STICKER PAPER, matte, A4 size, white	₱9,000.00			
	5	50 pack	STICKER PAPER, matte, A4 size, yellow	₱3,000.00			
	6	50 roll	TAPE, double-sided adhesive, 1 inch	₱1,500.00			
	7	50 pack	PHOTO PAPER, A4 size, glossy	₱3,000.00			
	8	100 pack	SPECIALTY BOARD, A4 size, matte, white	₱8,000.00			
	9	50 ream	PAPER, colored, 80 gsm, A4 size, blue	₱15,000.00			
	10	50 ream	PAPER, colored, 80 gsm, A4 size, yellow	₱15,000.00			
	11	50 ream	PAPER, colored, 80 gsm, A4 size, pink	₱15,000.00			
	12	200 piece	GLUE STICK	₱6,000.00			
	13	600 roll	TISSUE PAPER, 2-ply, jumbo	₱54,000.00			

Lot	Item No.	Qty	Particulars	Approved Budget for the Contract (ABC)	Offered Specifications	Unit Price	Total Price
1	14	100 piece	<b>SIGN PEN</b> , 1.0mm, black, preferably Uniball	₱17,000.00			
	15	100 piece	<b>SIGN PEN</b> , 1.0mm, blue, preferably Uniball	₱17,000.00			
	16	200 pack	<b>ARROW TAB</b> , sticky note, assorted colors per pack	₱6,000.00			
	17	200 piece	<b>RING BINDER</b> , plastic, 1" x 44, black	₱10,000.00			
	18	100 piece	<b>RING BINDER</b> , plastic, 1/2" x 44, black	₱5,000.00			
	19	100 piece	<b>RING BINDER</b> , plastic, 3/4" x 44, black	₱5,000.00			
	20	200 piece	<b>BATTERY</b> , rechargeable, size AA	₱20,000.00			
	21	250 piece	<b>BATTERY</b> , rechargeable, size AAA	₱25,000.00			
	22	100 piece	<b>FOLDER</b> , hard bound, 3-ring binder, long size	₱35,000.00			
	23	100 piece	<b>FOLDER</b> , hard bound, 3-ring binder, A4 size	₱35,000.00			
	24	50 pack	<b>TRANSPARENCY FILM</b> , clear, universal, inkjet friendly A4 size	₱7,500.00			
	25	10 ream	<b>PAPER</b> , A3 size	₱2,000.00			
	26	8 roll	<b>PAPER ROLL</b> , plotter paper, 24" x 50 yards	₱4,800.00			
	27	100 piece	<b>CLEARBOOK</b> , A4 size	₱10,000.00			
	28	100 piece	<b>CLEARBOOK</b> , Legal size	₱15,000.00			
	29	200 piece	<b>SIGN PEN</b> , 0.5mm, regular, blue	₱16,000.00			
	30	100 piece	<b>SIGN PEN</b> , 0.5mm, regular, black	₱8,000.00			
	31	200 piece	<b>BATTERY</b> , alkaline, dry cell, size AA, preferably Energizer	₱14,000.00			
	32	300 can	<b>DISINFECTANT SPRAY</b> , aerosol type, preferably Lysol 510g	₱180,000.00			
	33	100 bundle	<b>RAGS</b> , round, white, cotton, 1 kilo/bundle	₱15,000.00			
	34	150 roll	<b>TAPE</b> , masking, 1 inch, preferably Croco	₱7,500.00			

Lot	Item No.	Qty	Particulars	Approved Budget for the Contract (ABC)	Offered Specifications	Unit Price	Total Price
1	35	150 roll	<b>TAPE</b> , masking, 2 inches, preferably Croco	₱10,500.00			
	36	100 roll	<b>TAPE</b> , packaging, 2 inches, brown, preferably Croco	₱6,000.00			
	37	150 roll	<b>TAPE</b> , transparent, 1 inch, preferably Croco	₱4,500.00			
	38	100 roll	<b>TAPE</b> , transparent, 2 inches, preferably Croco	₱6,000.00			
	39	20 piece	<b>CALCULATOR</b> , two-way power, 12-digits, compact	₱3,000.00			
	40	100 box	<b>CLIP</b> , backfold, 25mm	₱4,000.00			
	41	100 box	<b>CLIP</b> , backfold, 32mm	₱4,500.00			
	42	50 box	<b>CLIP</b> , backfold, 50mm	₱3,000.00			
	43	100 box	<b>FASTENER</b> , metal, 50sets/box preferably Pointer	₱6,000.00			
	44	100 pack	<b>FILE TAB DIVIDER</b> , bristol board, A4 Size,	₱17,000.00			
	45	200 pack	<b>FILE TAB DIVIDER</b> , bristol board, Legal Size, 5 colors/set	₱40,000.00			
	46	100 piece	<b>MARKING PEN</b> , for whiteboard, black	₱5,000.00			
	47	50 piece	<b>MARKING PEN</b> , for whiteboard, red	₱2,500.00			
	48	100 piece	<b>PAPER CLIP</b> , vinyl coated, regular, 33mm	₱1,500.00			
	49	30 piece	<b>PUNCHER</b> , 2-hole heavy duty for paper	₱7,500.00			
	50	20 piece	<b>STAMP PAD</b> , felt	₱1,200.00			
	51	200 pad	<b>NOTE PAD</b> , 3x3 inches, yellow, preferably 3M	₱20,000.00			
	52	200 pad	<b>NOTE PAD</b> , 3x4 inches, yellow, preferably 3M	₱26,000.00			

Lot	Item No.	Qty	Particulars	Approved Budget for the Contract (ABC)	Offered Specifications	Unit Price	Total Price
1	53	300 ream	PAPER, multicopy/copying, 80gsm, A4 size	₱90,000.00			
	54	50 book	RECORD BOOK, with Official Record Book, 300 pages	₱12,500.00			
TOTAL ABC:				₱862,500.00	TOTAL:		
DELIVERY PERIOD:							
TERMS OF PAYMENT:							
PRICE VALIDITY:							

Kindly indicate your price/s and offered specifications on this form duly signed by the authorized personnel of your company. Please return the **filled up canvass form together with the required documents**, to the undersigned at the Property and Supply Management Division, Basement, Ayuntamiento Building, Cabildo St., cor. A. Soriano Ave., Intramuros, Manila **on or before January 23, 2024 at 12:00 P.M.** **Faxed or emailed quotation will not be accepted.**

Thank you.

**ELNA V. LORENZO**  
CTOO II, PSMD

Canvassed by:

**JACK G. MERCADO**  
*Signature of Canvasser over Printed Name*

#### INSTRUCTIONS AND CONDITIONS:

1. All entries must be legible.
2. No alternative offer shall be entertained.
3. **Delivery period is thirty (30) calendar days.**
4. **Price validity shall be for a period of sixty (60) calendar days from submission and receipt of quotation.**
5. **Mayor's/ Business Permit & PhilGEPS registration number shall be attached upon submission of the quotation.**
6. Submission of pieces of evidence as proof of compliance with the bidder's offer, if applicable.  
*Evidence shall be in the form of manufacturer's or distributor's un-amended sales literature, unconditional statements or specification and compliance issued by the manufacturer or distributor, samples, independent test data etc., as appropriate.*
7. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s
8. Bids shall be evaluated by lot. **All items must be quoted otherwise the bid shall be incomplete and non-complying. Blank quotations shall be considered invalid price quotation.**

9. **Quotations shall be within the Approved Budget for the Contract (ABC) of each respective line item.**

10. Bidders may include cost breakdown in a separate sheet as part of their Quotation.

11. If awarded the contract,

- ***it is understood that the Purchase Order transmitted in any of the contact details stated below are deemed received as of its transmittal and the reckoning period for the computation Liquidated Damages, if any;***
- the processing and payment will be made thirty (30) days after complete delivery of the item/s and its final acceptance subject to the usual accounting and auditing rules and regulations.

12. Place of Submission, Sealing and Marking: Quotations shall be sealed, and marked using the following format:

Quotation for: *[Name of Project]*

*[Time and Date of Deadline of Submission of Quotations]*

Property and Supply Management Division (PSMD)

Basement Level, Ayuntamiento Bldg., Cabildo St.

cor. A. Soriano Ave., Intramuros, Manila

13. All quotations shall be submitted to the Communications and Records Management Division (CRMD) Receiving Section for proper action.

14. ***The Bureau of the Treasury reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.***

After having carefully read and accepted the Instructions and Conditions stipulated in this Request for Quotation No. 2024-01-0033, I/ We quote you on the item/s at the price/s noted above.

Authorized Representative:

\_\_\_\_\_  
*Signature of Supplier over Printed Name*

Telephone No/s.: \_\_\_\_\_

Fax No/s.: \_\_\_\_\_

E-mail Add/s.: \_\_\_\_\_

Mobile No.: \_\_\_\_\_