



Funding the Republic

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

PR No. 2023-04-0149  
April 17, 2023

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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	<b>SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES, composed of the following:</b>				
	1	2,000 pcs.	<b>ENVELOPE</b> , documentary, kraft, for A4 size documents	₱12,000.00			
	2	50 pcs.	<b>ENVELOPE</b> , plastic, hard with rubber strap/lock mechanism, for long size document	₱7,500.00			
	3	3,000 pcs.	<b>ENVELOPE</b> , mailing, white, closed, for long size envelope	₱6,000.00			
	4	80 packs	<b>ARROW TAB</b> , Sticky Note Index, assorted colors	₱4,800.00			
	5	100 pcs.	<b>BATTERY</b> , rechargeable, size AA	₱40,000.00			
	6	100 pcs.	<b>BATTERY</b> , rechargeable, size AAA	₱40,000.00			
	7	20 rolls	<b>TAPE</b> , double adhesive, 1 inch	₱800.00			
	8	20 reams	<b>PAPER</b> , multicopy, A3 size, 80 gsm	₱10,000.00			
	9	10 rolls	<b>PAPER ROLL</b> , plotter paper, 24" x 50 yards, 80gsm	₱6,000.00			
	10	100 pcs.	<b>ERASER</b> , rubber	₱2,000.00			
	11	500 pcs.	<b>SIGN PEN</b> , gel ink, 0.5mm, blue, preferably Energel	₱35,000.00			

Lot	Item No.	Qty	Particulars	Approved Budget for the Contract (ABC)	Offered Specifications	Unit Price	Total Price
1	12	200 bundles	<b>RAGS</b> , cotton, round, white	₱20,000.00			
	13	100 sets	<b>FILE TAB/INDEX DIVIDER</b> , Bristol board, A4 size	₱4,500.00			
	14	100 sets	<b>FILE TAB/INDEX DIVIDER</b> , Bristol board, Long size	₱5,000.00			
	15	30 bottles	<b>STAMP PAD INK</b> , violet/blue, 50ml	₱1,950.00			
	16	100 pcs.	<b>GLUE STICK</b> , roll-on mechanism, 21g	₱4,500.00			
	17	100 roll	<b>TAPE</b> , masking, 1 inch, preferably Croco	₱5,000.00			
	18	100 roll	<b>TAPE</b> , transparent, 1 inch, preferably Croco	₱2,000.00			
	19	2,000 pcs.	<b>ENVELOPE</b> , expanding kraft, with rubber/string strap, long	₱40,000.00			
	20	7,500 pcs.	<b>ENVELOPE</b> , mailing, closed, white, with window long size	₱22,500.00			
	21	2,000 pcs.	<b>FOLDER</b> , tagboard, krat outside, white inside, A4 size	₱6,000.00			
	22	600 pcs.	<b>PENCIL</b> , lead, with eraser, preferably Mongol	₱6,000.00			
	23	80 pcs.	<b>STAPLE WIRE REMOVER</b> , plier type, metal	₱5,600.00			
	24	100 pads	<b>NOTE PAD</b> , 3x4", yellow, preferably Post-it 3M	₱11,000.00			
	25	50 pads	<b>NOTE PAD</b> , 3x3", yellow, preferably Post-it 3M	₱4,500.00			
	26	50 books	<b>NOTEBOOK</b> , steno, min. 40 leaves	₱1,500.00			
	27	100 cans	<b>INSECTICIDE</b> , multi-insect killer, aerosol type, 600ml, preferably Baygon	₱50,000.00			
	28	150 packs	<b>ARROW TAB</b> , with Sign Here, yellow	₱30,000.00			
	29	100 pcs.	<b>RING BINDER</b> , metal, 3 inches, loose clip	₱3,000.00			
	30	200 pcs.	<b>MARKING PEN</b> , permanent, blue, preferably Pilot	₱10,000.00			

Lot	Item No.	Qty	Particulars	Approved Budget for the Contract (ABC)	Offered Specifications	Unit Price	Total Price
1	31	100 pcs.	<b>FLOURESCENT MARKER</b> , highlighter, assorted color	₱3,000.00			
	32	500 bottles	<b>ALCOHOL</b> , isoprophyl, 70% solution, min. of 50ml	₱50,000.00			
	33	50 boxes	<b>INDEX TAB</b> , clear, <u>5 sets/box</u>	₱4,250.00			
	34	50 boxes	<b>PAPER CLIP</b> , vinyl coated, jumbo, 50mm	₱1,500.00			
	35	20 pairs	<b>SCISSORS</b> , 8 inches length, metal	₱1,300.00			
	36	600 rolls	<b>TISSUE PAPER</b> , jumbo, 2-ply, white, <u>200m</u>	₱66,000.00			
<b>TOTAL ABC:</b>				<b>₱523,200.00</b>	<b>TOTAL:</b>		
<b>DELIVERY PERIOD:</b>							
<b>TERMS OF PAYMENT:</b>							
<b>PRICE VALIDITY:</b>							

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 April 28, 2023 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:

[Name of Bidder]

[Address of Bidder]

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. 2023-04-0149, 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.: \_\_\_\_\_

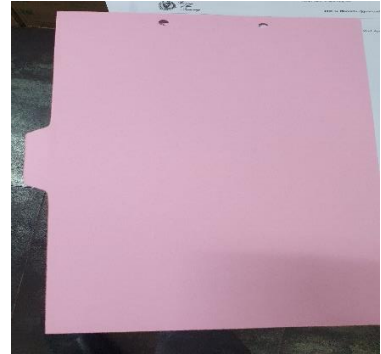
Fax No/s.: \_\_\_\_\_

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

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



Arrow Tab Sticky Note



File Tab Divider



Glue Stick (1)



Glue Stick (2)



Index Tab, clear (1)



Index Tab, clear (2)



Tissue, jumbo (1)



Tissue, jumbo (2)



Envelope, plastic, with lock (1)



Envelope, plastic, with lock (2)



Rags, cotton, round, white (1)



Rags, cotton, round, white (2)



Ring Binder, metal, 3 inches, loose clip