



Funding the Republic

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

PR No. 2023-06-0205
June 19, 2023

REQUEST FOR QUOTATION (Shopping) (3rd Extension)

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 FOR THE HOSTING OF PEMNA TCOP MEETING , complies with the attached Terms of Reference and composed of the following:				
	1	10 pack	BATTERY AA - dry cell, alkaline, 2 pcs per pack	₱1,600.00			
	2	10 pack	BATTERY AAA - dry cell, alkaline, 2 pcs per pack	₱1,600.00			
	3	5 box	CLIP - Backfold, all metal clamping, 19mm	₱85.00			
	4	5 box	CLIP - Backfold, all metal clamping, 25mm	₱125.00			
	5	5 box	CLIP - Backfold, all metal clamping, 32mm	₱190.00			
	6	5 box	CLIP - Backfold, all metal clamping, 50mm	₱360.00			
	7	3 box	PAPER CLIP - vinyl/plastic coat, length 32mm/33mm	₱45.00			
	8	3 box	PAPER CLIP - vinyl/plastic coat, length 48mm/50mm	₱90.00			
	9	15 piece	SIGN PEN - Black, 0.5 tip	₱870.00			
	10	15 piece	SIGN PEN - Black, 0.7 tip	₱450.00			
	11	15 piece	SIGN PEN - Blue, 0.5 tip	₱870.00			
	12	15 piece	SIGN PEN - Blue, 0.7 tip	₱450.00			

Lot	Item No.	Qty	Particulars	Approved Budget for the Contract (ABC)	Offered Specifications	Unit Price	Total Price
1	13	5 piece	GLUE - all-purpose (stick)	₱425.00			
	14	5 piece	GLUE - all-purpose	₱275.00			
	15	5 piece	SCISSORS	₱390.00			
	16	5 piece	CUTTER KNIFE	₱1,950.00			
	17	5 piece	MASKING TAPE - width: 24mm	₱225.00			
	18	5 piece	MASKING TAPE - width: 48mm	₱450.00			
	19	5 piece	PACKAGING TAPE - width: 48mm; tan	₱250.00			
	20	5 piece	TRANSPARENT TAPE - width: 24mm	₱75.00			
	21	5 piece	TRANSPARENT TAPE - width: 48mm	₱250.00			
	22	5 piece	ELECTRICAL TAPE - 18mmx16mm	₱340.00			
	23	1 box	ENVELOPE , Documentary, brown 500 pieces per box, for A4 document	₱900.00			
	24	2 pack	FOLDER , L-Type, Plastic, A4, 50 pieces per pack	₱900.00			
	25	2 pack	FOLDER , L-Type, Plastic, Legal, 50 pieces per pack	₱860.00			
	26	1 pack	FOLDER - with tab, for A4 documents, 100 pieces per pack	₱500.00			
	27	1 pack	FOLDER - with tab, for Legal-size documents, 100 pieces per pack	₱650.00			
	28	20 piece	MARKER - Permanent, bullet type, black	₱760.00			
	29	20 piece	MARKER - Permanent, bullet type, blue	₱760.00			
	30	20 piece	MARKER - Whiteboard, blue, felt tip, bullet type	₱600.00			
	31	20 piece	MARKER - Whiteboard, black, felt tip, bullet type	₱600.00			
	32	10 pack	NOTE PAD , stick on, 3"x4", yellow	₱1,100.00			

Lot	Item No.	Qty	Particulars	Approved Budget for the Contract (ABC)	Offered Specifications	Unit Price	Total Price
1	33	5 ream	PAPER, multicopy, 80gsm, size A4	₱1,230.00			
	34	5 ream	PAPER, multicopy, 80gsm, size Legal	₱1,395.00			
	35	5 piece	STAPLER standard type	₱1,000.00			
	36	3 box	STAPLE WIRE - for standard stapler (1000pcs/box)	₱105.00			
	37	82 piece	LANYARD	₱656.00			
	38	82 piece	ID CASE (Size: B2, 126x79mm)	₱738.00			
	39	30 piece	CLIPBOARD (A4 Size)	₱1,350.00			
	40	1 ream	SPECIALTY PAPER (Letter Size)	₱1,500.00			
	41	1 pack	CLEAR CARD CASE (Letter Size)	₱2,300.00			
TOTAL ABC:				₱29,269.00	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 June 9, 2023 at 12:00 P.M. Faxed or emailed quotation will not be accepted.** In view of the insufficient number of quotation received, the deadline of submission of quotations is extended up until **June 23, 2023 at 12:00 P.M.** This request may still be extended until the sufficient number of quotations have been received as per **2016 Revised Implementing Rules and Regulations – Annex “H” C.2.b) v. 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 on or before July 7, 2023.**
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.

Shall submit at least one (1) sample of Lanyard and ID case together with the Bid proposal.

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. 2023-06-0205, 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.: _____