



Funding the Republic

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



PR No. 2024-03-0127
March 26, 2024

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 pack	ARROW TAB, with Sign Here, preferably 3M	₱20,000.00			
	2	100 piece	BALLPEN, regular, blue, preferably Pilot	₱3,000.00			
	3	50 piece	BALLPEN, regular, red, preferably Pilot	₱1,500.00			
	4	200 piece	BATTERY, alkaline, AAA size, preferably Energizer	₱9,000.00			
	5	100 piece	CORRECTION TAPE, 8m length	₱2,000.00			
	6	50 piece	CUTTER, heavy duty, 6m length	₱3,500.00			
	7	50 piece	DATA FILE BOX, 5x9x15 3/4", made of chipboard, RED	₱5,000.00			
	8	1500 piece	ENVELOPE, documentary, kraft, A4 size	₱3,000.00			
	9	2000 piece	FOLDER, tagboard, kraft outside, white inside, A4	₱10,000.00			
	10	100 piece	MARKING PEN, permanent, blue, felt tip,	₱4,000.00			
	11	200 piece	MARKING PEN, permanent, black, felt tip,	₱8,000.00			
	12	200 box	PAPER CLIP, backfold, 19mm	₱4,000.00			

ISO 9001:2015 Quality Management System
Certificate No. AJA17-0071

	13	200 piece	SIGN PEN , 0.5mm, blue, preferably Pilot	₱14,000.00			
	14	300 roll	TISSUE PAPER , jumbo, white, 2-ply	₱36,000.00			
TOTAL ABC:				₱123,000.00	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 April 2, 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. 2024-03-0127, 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.: _____