



Funding the Republic

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



PR No. 2024-05-0186
May 16, 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	300 pack	ARROW TAB, sticky note index, assorted colors per pack	₱21,000.00			
	2	200 pack	ARROW TAB, with "Sign Here", yellow, preferably 3M	₱40,000.00			
	3	300 piece	BALLPEN, regular, blue, preferably Pilot	₱7,500.00			
	4	200 piece	BALLPEN, regular, black, preferably Pilot	₱5,000.00			
	5	100 piece	BALLPEN, regular, red, preferably Pilot	₱2,500.00			
	6	200 piece	BATTERY, alkaline, size AA, preferably Energizer	₱10,000.00			
	7	200 piece	BATTERY, alkaline, size AAA, preferably Energizer	₱10,000.00			
	8	300 piece	CORRECTION TAPE, length 8m	₱9,000.00			
	9	100 piece	DATA FILE BOX, 5" x 9" x 15 3/4" size, color: Blue, made of chipboard	₱12,000.00			
	10	100 piece	DATA FOLDER, 3" x 9" x 15" size, color: Red, with metal mechanism, made of chipboard	₱14,000.00			

Lot	Item No.	Qty	Particulars	Approved Budget for the Contract (ABC)	Offered Specifications	Unit Price	Total Price
1	11	1,000 piece	ENVELOPE , documentary, kraft, size A4	₱5,000.00			
	12	2,000 piece	ENVELOPE , mailing, closed, white, for legal size documents	₱6,000.00			
	13	100 box	FASTENER , metal, standard size, 50s/box, preferably Pointer	₱8,000.00			
	14	300 piece	FLUORESCENT MARKER , highlighter, assorted colors	₱7,500.00			
	15	100 bottle	GLUE , white, all purpose, preferably Elmers	₱9,000.00			
	16	100 piece	MARKING PEN , permanent, black, chisel type	₱7,000.00			
	17	100 piece	MARKING PEN , permanent, blue, chisel type	₱7,000.00			
	18	50 piece	MARKING PEN , permanent, red, chisel type	₱3,500.00			
	19	200 pad	NOTE PAD , stick-on, 3x4, yellow, preferably 3M	₱24,000.00			
	20	100 box	PAPER CLIP , backfold, 32mm (1 1/4"), 12s/box	₱5,000.00			
	21	200 box	PAPER CLIP , vinyl coated, 32mm	₱4,000.00			
	22	30 ream	PAPER , copying, 80gsm, sub 24, size 8.5 x 11 (Short Size)	₱9,000.00			
	23	50 piece	RULER , plastic, clear, 12 inches	₱1,000.00			
	24	200 piece	SIGN PEN , regular, gel ink pen, 0.5mm, black, hitechpoint V5	₱16,000.00			
	25	200 piece	SIGN PEN , regular, gel ink pen, 0.5mm, blue, hitechpoint V5	₱16,000.00			
	26	100 piece	SIGN PEN , regular, gel ink pen, 0.5mm, red, hitechpoint V5	₱8,000.00			
	27	50 box	STAPLE WIRE , standard, no. 35	₱2,500.00			

Lot	Item No.	Qty	Particulars	Approved Budget for the Contract (ABC)	Offered Specifications	Unit Price	Total Price
1	28	200 roll	TISSUE PAPER, jumbo, 2-ply	₱28,000.00			
	29	20 roll	TWINE, plastic, 1 kilo/roll	₱2,400.00			
	30	50 piece	SCISSORS, stainless, plastic handle, 8m length	₱3,500.00			
TOTAL ABC:				₱303,400.00	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 May 22, 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:

- All entries must be legible.
- No alternative offer shall be entertained.
- Delivery period is thirty (30) calendar days.**
- Price validity shall be for a period of sixty (60) calendar days from submission and receipt of quotation.**
- Mayor's/ Business Permit & PhilGEPS registration number shall be attached upon submission of the quotation.**
- 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.
- Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s
- 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. 2024-05-0186, 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.: _____