



Republic of the Philippines
KAGAWARAN NG PANANALAPI
KAWANIHAN NG INGATANG-YAMAN
(BUREAU OF THE TREASURY)
Intramuros, Manila



PR No. 2025-05-0006
May 13, 2025

REQUEST FOR QUOTATION (SHOPPING)

Madam/Gentleman:

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

Item No.	Qty	Particulars	Approved Budget for the Contract (ABC)	Offered Specifications	Unit Price	Total Price
	1 lot	SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES , composed of the following:				
1	1000 bottles	ALCOHOL , Isoprophyl, 70% Solution, 500ml with spray	₱ 150,000.00			
2	400 pieces	BALLPEN , regular, 0.5mm, Black, Preferably, Pilot or equivalent	₱ 12,000.00			
3	400 pieces	BALLPEN , regular, 0.5mm, Blue, Preferably, Pilot or equivalent	₱ 12,000.00			
4	300 pieces	BALLPEN , regular, 0.5mm, Red, Preferably, Pilot or equivalent	₱ 9,000.00			
5	200 pieces	ENVELOPE , expanding, Hard Plastic, with string/strap, for long size documents	₱ 24,000.00			
6	100 box	FASTENER , metal, standard size, 50s/box, preferably Pointer or equivalent	₱ 13,000.00			
7	200 pieces	MARKING PEN , permanent, chisel type, black	₱ 8,000.00			
8	200 box	PAPER CLIP , backfold, 32mm (1 ¼ inches)	₱ 6,000.00			
9	200 pads	NOTE PAD , stick-on/post-it, 3x4, yellow, preferably 3M	₱ 20,000.00			
10	50 pieces	PUNCHER , 2-hole, heavy duty	₱ 8,500.00			
11	100 books	RECORD BOOK , 500 pages, with "Official Record Book" print in cover, 8.5x11 inches	₱ 20,000.00			

ISO 9001:2015 Quality Management System
Certificate No. SCP000233Q



12	200 pieces	RING BINDER , loose clip, metal, 2 3/8” x 2 1/2”	₱ 3,000.00			
13	200 pieces	RING BINDER , loose clip, metal, 3 inches	₱ 4,000.00			
14	50 pieces	STAMP PAD , felt	₱ 2,500.00			
15	20 bottles	STAMP PAD INK , Color green	₱ 1,000.00			
16	30 box	STAPLE WIRE , for heavy duty stapler, 23/10	₱ 900.00			
17	100 pieces	GLUE STICK , roll-on mechanism, 21g	₱ 3,000.00			
18	100 pieces	SIGN PEN , 1.0mm, blue	₱ 8,000.00			
19	50 pieces	MAGAZINE FILE BOX , 21x24x40cm, big, made of chipboard, closed end, color: dark blue	₱ 20,000.00			
20	100 sets	CD-REWRITABLE , with case	₱ 5,000.00			
21	100 pieces	DVD-REWRITABLE , with case	₱ 5,000.00			
22	50 reams	PAPER , copying, 80gsm. A5 size	₱ 6,000.00			
23	10 pieces	FOUNTAIN PEN	₱ 30,000.00			
		TOTAL ABC:	₱ 370,900.00	TOTAL BID. PRICE:		
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 19, 2025 at 12:00 P.M. Faxed or emailed quotations will not be accepted.**

Thank you.

ELNA V. LORENZO (Sgd.)
CTOO II, PSMD

Canvassed by:

KIM ERNEST D. DE JESUS (Sgd.)
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. 2025-05-0006, 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.: _____