



REQUEST FOR QUOTATION (RFQ)

MODE OF PROCUREMENT:	SHOPPING	RFQ No.	2018-08-174
Name of Procuring Entity:		Date:	08/08/2018
Office/End User:			
Company Name:			
Address:			

*PhilGEPS Registration No.:

Please quote your lowest price for the requirements listed hereunder subject to the Terms and Conditions stated below and submit to this

TERMS AND CONDITIONS:

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| <p>1. Bidders shall provide correct and accurate information</p> <p>2. Bidders may quote for any or all terms.</p> <p>3. Price quotation(s) must be valid for a period of 60</p> <p>4. Price quotation(s) to be denominated in Philippine</p> <p>5. Quotations exceeding the Approved Budget for the</p> <p>6. Award of contract shall be made to the lowest quotation (for goods) or the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.</p> | <p>7. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the supplier or its authorized representative(s).</p> <p>8. The DILG shall have the right to inspect and/or to test the goods to confirm their conformity to the</p> <p>9. Liquidated damages equivalent to one-tenth of one percent (0.001) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The DILG shall rescind the contract once the amount of the contract, without prejudice to other courses of action and remedies open to it.</p> <p>10. Bidders shall submit their quotation together with all the required documents on or before August 6, 2018;5:00PM to the BAC Secretariat. The BAC shall not accept quotations received after the deadline.</p> |
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APPROVED BUDGET FOR THE CONTRACT
Php334,675.17

PEDRO D. GONZALES
Chair, BAC

ITEM NO.	ITEM DESCRIPTION	QTY.	UNIT	ABC PER ITEM	PRICE PER UNIT
1	USB 32GB	55	pcs		
2	USB 16GB	121	pcs		
3	Epson Ink 664 (black)	50	bottles		
4	Epson Ink 664 (cyan)	50	bottles		
5	Epson Ink 664 (magenta)	50	bottles		
6	Epson Ink 664 (yellow)	50	bottles		
7	Bond Paper (A4)	84	reams		
8	Book Paper (A4)	120	reams		
9	Bond Paper (Letter)	10	reams		
10	Expanding Folder (long, brown/green)	50	pcs		
11	Expanding Folder (long, violet)	30	pcs		
12	Expanding Envelope (long, brown/green)	150	pcs		
13	Expanding Envelope (long, violet)	60	pcs		
14	Index File Folder top filing	40	pcs		
15	Ballpen (black)	143	pcs		
16	Signpen (black, 0.7)	119	pcs		
17	Signpen (blue, 0.7)	39	pcs		
18	White Board Marker (bullet type, blue)	39	pcs		
19	White Board Marker (bullet type, black)	21	pcs		
20	White Board Marker (bullet type, red)	39	pcs		
21	Marker (permanent, bullet type, blue)	39	pcs		
22	Marker (permanent, bullet type, black)	119	pcs		
23	Highlighter	2	pcs		
24	Correction Tape	99	pcs		
25	Puncher - HD	5	pcs		
26	Parchment Paper (multi-purpose)	5	packs		
27	Specialty Paper (legal, beige, 120gsm)	55	packs		
28	Stapler (heavy duty)	7	pcs		
29	Fastener (plastic)	30	boxes		
30	Fastener (metal)	39	boxes		
31	Duct Tape - 2"	20	rolls		
32	Mega Box (155L)	24	pcs		
33	Paper Clip (big)	25	boxes		
34	Paper Clip (small)	10	boxes		
35	Paper Clip (gem type)	10	boxes		
36	Cutter (heavy duty)	15	pcs		
37	Scissors	15	pcs		
38	Cork Board- 2ftx3ft with frame	1	pc		
39	Voice Recorder (w/ 32gb memory card included)	1	unit		
40	Steel Cabinet (4 drawers) vertical	3	unit		
41	Steno Notebook	168	pcs		
42	Toner (canon ir 1024, black)	2	cart		
43	Kraft Folder (violet)	30	pcs		
44	Documentary Envelope (legal)	5	pcs		
45	Report Folder (long)	30	pcs		
46	Record Book (300 pages)	39	pcs		
47	Folder with Tab (legal)	6	pcs		
48	Folder Pressboard	6	pcs		

49	Glue	10	jar		
50	Pencil	10	dozen		
51	Calculator	2	pcs		
52	Data File Box	60	pcs		
53	Training Bag / Transparent Envelope	60	pcs		
54	Data Folder	70	pcs		
REQUIREMENTS: For procurement projects with ABC > P50,000.00: <i>*In order to be eligible for this procurement,</i> a. Valid Business/ Mayor's Permit b. PhilGEPS Certificate Purpose/Title of the Activity: For BNEO for Date of the Activity:					

Warranty		Price Validity	
<p>After having carefully read and accepted your General Conditions, I/We quote on the item(s) at prices noted above.</p> <p>_____</p> <p style="text-align: center;">Printed Name/Signature/Date</p> <p>_____</p> <p style="text-align: center;">Tel. No./Cellphone No.</p>			

pls fill in gray-shaded cells only