



Document Code:		
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### REQUEST FOR QUOTATION (RFQ)

MODE OF PROCUREMENT:	SHOPPING	RFQ No.	2018-08-182
Name of Procuring Entity:		Date:	8/7/2018
Office/End User:			
Company Name:			
Address:			

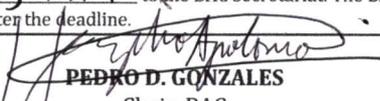
\*PhilGEPS Registration No.:

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

#### TERMS AND CONDITIONS:

- Bidders shall provide correct and accurate information
- Bidders may quote for any or all terms.
- Price quotation(s) must be valid for a period of 60 calendar
- Price quotation(s) to be denominated in Philippine Peso shall
- Quotations exceeding the Approved Budget for the Contract
- 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.
- Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the supplier or its authorized representative(s).
- The DILG shall have the right to inspect and/or to test the goods to confirm their
- 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.
- Bidders shall submit their quotation together with all the required documents on or before Aug. 13, 10AM to the BAC Secretariat. The BAC shall not accept quotations received after the deadline.

APPROVED BUDGET FOR THE CONTRACT (ABC):  
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	635.00	
2	USB 16GB	121	pcs	400.00	
3	Epson Ink 664 (black)	50	bottles	290.00	
4	Epson Ink 664 (cyan)	50	bottles	290.00	
5	Epson Ink 664 (magenta)	50	bottles	290.00	
6	Epson Ink 664 (yellow)	50	bottles	290.00	
7	Bond Paper (A4)	84	reams	210.00	
8	Book Paper (A4)	120	reams	210.00	
9	Bond Paper (Letter)	10	reams	210.00	
10	Expanding Folder (long, brown/green)	50	pcs	30.00	
11	Expanding Folder (long, violet)	30	pcs	30.00	
12	Expanding Envelope (long, brown/green)	150	pcs	15.00	
13	Expanding Envelope (long, violet)	60	pcs	15.00	
14	Index File Folder top filing	40	pcs	135.00	
15	Ballpen (black)	143	pcs	10.00	
16	Signpen (black, 0.7)	119	pcs	40.00	
17	Signpen (blue, 0.7)	39	pcs	40.00	
18	White Board Marker (bullet type, blue)	39	pcs	60.00	
19	White Board Marker (bullet type, black)	21	pcs	60.00	
20	White Board Marker (bullet type, red)	39	pcs	60.00	
21	Marker (permanent, bullet type, blue)	39	pcs	40.00	
22	Marker (permanent, bullet type, black)	119	pcs	40.00	
23	Highlighter	2	pcs	35.00	
24	Correction Tape	99	pcs	40.00	
25	Puncher -HD	5	pcs	150.00	
26	Parchment Paper (multi-purpose)	5	packs	50.00	
27	Specialty Paper (legal, beige, 120gsm)	55	packs	50.00	
28	Stapler (heavy duty)	7	pcs	400.00	
29	Fastener (plastic)	30	boxes	40.00	
30	Fastener (metal)	39	boxes	45.00	
31	Duct Tape - 2"	20	rolls	150.00	
32	Mega Box (155L)	24	pcs	1,300.00	
33	Paper Clip (big)	25	boxes	40.00	
34	Paper Clip (small)	10	boxes	15.00	
35	Paper Clip (gem type)	10	boxes	30.00	
36	Cutter (heavy duty)	15	pcs	100.00	
37	Scissors	15	pcs	50.00	
38	Cork Board - with frame (24x36) gum	1	pc	800.00	
39	Voice Recorder (w/ 32gb memory card included)	1	unit	6,000.00	
40	Steel Cabinet (4 drawers)	3	unit	9,700.00	
41	Steno Notebook	168	pcs	15.00	
42	Toner (canon ir 1024, black)	2	cart	3,900.00	
43	Kraft Folder (violet)	30	pcs	5.00	
44	Documentary Envelope (legal)	5	pcs	5.00	
45	Report Folder (long)	30	pcs	25.00	
46	Record Book (300 pages)	39	pcs	70.00	

