



Kaagapay ng Komunidad sa Maginhawa ng Panunuhay




Standard Form Number: SF-GOOD-60
 Revised on: January 08, 2018
 Standard Form Title: **Request For Quotation**

Company Name: _____
 Address: _____
 PhilGEPS Reg. No. _____

Date: _____
 Quotation No.: 2025021700046

Please quote you lowest price on the item/s listed below, subject to the General Conditions, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than _____, 2025.


 JUSANNE V. SALVADOR
 SUPPLY OFFICER II
 JUSANSALVADOR@YAHOO.COM
 Tel/Fax No.: (02) 8817-3168

General Conditions:

1. All entries must be typewritten/accurate/readable.
 2. Delivery period must be within seven (7) calendar days only.
 3. Warranty shall be for a period of six (6) months for supplies and materials, one (1) year for equipment, from the date of acceptance by the Procuring Entity.
 4. Price validity must be within thirty (30) calendar days.
 5. Bidders must submit Certificate of PhilGEPS registration, updated Business Permit/Mayor's Permit, Notarized Omnibus Sworn Statement (for ABC's above 50k), and Income or Business Tax Return for ABC's above 500k.
 6. Bidders shall submit original brochures showing specifications of product being offered.
 7. All bid proposals must be VAT inclusive.
- (FAILURE TO DO SO WILL MEAN DISQUALIFICATION OF YOUR BID PROPOSAL.)**

Item No.	Item and Description	QTY	Approved Budget (In Php)	BID Price
A-000-100	Marker, Whiteboard Black-tip: felt, bullet type, primary erasability - there shall be no trace of erased marking on the surface of whiteboard	96	4,800.00	
A-000-103	Marker, Permanent Black-tip: felt, bullet type, point: medium, drying performance: there shall be no signs of offsetting when one sheet of paper is place on top of specimen for one minute	120	2,400.00	
A-000-215	Marker, Permanent Blue-tip: felt, bullet type, point: medium, drying performance: there shall be no signs of offsetting when one sheet of paper is place on top of specimen for one minute	72	1,440.00	
A-000-108	Notepad 3x3-size: 76mm x 76mm, basis weight: 70gsm, sheet thickness: 0.09mm, shall have good adhesive quality, shall be easily removed from pad/surface without adhesive transfer, shall lay flat and without appreciable curl, shall be easy to write on, 100sheets per pad	500	42,500.00	
A-000-070	Fastener-metal, non-sharp edges, for paper, able to hold 25mm thick of multipurpose paper, 70mm between prongs, with prongs forming an integral part of the base, 50 sets per box	100	8,000.00	
A-000-077	Folder Pressboard-material: heavy duty paper board, size: 369mm x 242mm, thickness: 0.40mm, basis weight: 312gsm, accordion pleat gusset: latex paper/ PVC bookbinder/ book cloth/ paper cloth, expansion: 39mm, color: white, 100 pieces per box	5	10,000.00	
A-000-077	Folder Pressboard-material: heavy duty paper board, size: 369mm x 242mm, thickness: 0.40mm, basis weight: 312gsm, accordion pleat gusset: latex paper/ PVC bookbinder/ book cloth/ paper cloth, expansion: 39mm, color: green 100 pieces per box	5	12,500.00	
A-000-156	Stapler Heavy Duty, Standard Type-loading capacity: 200 staples, staple pusher shall be a metal piece not spring	10	2,500.00	
A-000-129	Push Pin-flat head, 100pcs	20	1,000.00	
A-000-146	Ruler 12"-flexible and transparent, material: plastic, color: clear	20	300.00	

A-000-025	Clip Backfold 1 1/4"-all metal, clamping length: 32mm, clamping depth: 14mm, thickness metal: 0.30mm, 12 pieces per box	60	2,100.00
A-000-026	Clip Backfold 1 5/8"-all metal, 12 pieces per box	60	2,400.00
A-000-132	Paper Sticker, A4 size-excellent for labelling, nametags, attr: Matte, color: white, 10sheets per pack	100	6,000.00
Place of Delivery: 8737 BDO PLAZA PASEO DE ROXAS MAKATI CITY Delivery Term: FOB Destination Term of Payment: 15 working days upon complete delivery			95,940.00

Brand and Model: _____
Delivery Period: _____
Warranty: _____
Price Validity: _____
Payee's Name & TIN: _____

After having carefully read and accepted your General Conditions, I/We quote you on the item at prices noted above.

Printed Name / Signature

Tel. No. / Cellphone No

E-mail Address

Date