

REQUEST FOR QUOTATION

CDTS



18.020.000195

For: SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR USE OF VARIOUS OFFICES IN THE SANGGUNIANG PANLALAWIGAN

Name of Company

Date: Oct. 4, 2018

RFQ No.: nlontoc-RFQ-G154-2018

Complete Company Address

PR No.: 2018-10-1806

PHILGEPS Ref. No.: 5686443

To whom it may concern:

Please quote your lowest price/s on the lot or item/s below, subject to General Conditions indicated herein, stating the shortest time of delivery and submit your quotation duly signed by your official representative not later than **October 11, 2018 at 5:00 PM** to the **BAC Office**.

Very truly yours,
RENATO A. ABUTAN
BAC-A Chairman

CANVASSERS'S CERTIFICATION

This is to certify that I have full knowledge, authority and responsibility in distributing and/or collecting the Request for Quotation in accordance to the guidelines in securing prices for **Sangguniang Panlalawigan** of the Provincial Government of Cavite.

(Printed Name above Signature)
AUTHORIZED CANVASER

PLEASE QUOTE: **PER ITEM**

BIDDER'S PROPOSAL BOX

No	ITEM DESCRIPTION (ITEM NAME&TECHNICALSPECIFICATIONS)	QTY.	UNIT	APPROVED BUDGET OF CONTRACT (ABC)	FINANCIAL PROPOSAL (Indicate the Price Offer)		TECHNICAL PROPOSAL	Delivery weeks /days
					Unit Price	Total Price		
1	Office Supplies			416,918.60				
	see page 2 for itemized description							
	TOTAL			416,918.60				

GENERAL CONDITIONS

1. All entries must be typewritten and legible;
2. Bidders must submit necessary business permits(SEC,LGU,DTI, CDA, BIR Certificate, etc.);
3. Place this RFQ in a sealed envelope and type the following details on the face of the envelope:
Your Company Name
RFQ No.
PR No.
PHILGEPS Reference No.
4. Delivery period must be at least within _____ calendar days from date of the Notice to Proceed (Indicate the days of delivery in the Bidder's Proposal box)
5. Item/s delivered must have warranties for unit replacements, parts, labor or other services;
6. Price validity shall be for a period of three(3) months;
7. Quoted prices must be inclusive of taxes, and other charges or fees and shall not exceed the Approved Budget for the Contract(ABC);
8. If Bid is accepted, the supplier undertakes to provide a performance security in the form, amounts, and within the times specified in the Revised IRR of R.A. 9184;
9. It is understood that the Provincial Government of Cavite is not bound to accept the Lowest Calculated Bid or any Bid it may receive.
10. Transaction with the Provincial Government of Cavite shall mean compliance by the winning bidder with the bid and delivery requirements before the issuance of check payment;
11. Failure to comply with these conditions shall mean disqualification of your bid proposal

**SUPPLIER/CONTRACTOR/CONSULTANTS
CERTIFICATION**

Date:

After having carefully read and accepted Your General Conditions, I/We quote you on the item/s at price/s noted above for immediate delivery and shipment which can be made in _____ days from receipt of the Notice To Proceed.

Print Name & Signature of
Authorized Representative

Company Tel./Fax/Mobile No.

Company Tax Identification No. (TIN)

***Attach Certificate of Registration (BIR)**

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					Unit Price	Total Price		
1	ART PAPER ASSORTED COLOR 6'S	20	PACK	280.00				
2	BALLPEN 2000 BALL POINT PEN 0.01KG BLACK	201	PC	1,206.00				
3	BALLPEN BPS, FINE BLACK	141	PC	4,089.00				
4	BALLPEN 2000 BALL POINT PEN 0.01KG BLUE	13	PC	78.00				
5	BALLPEN BPS, FINE BLUE	13	PC	377.00				
6	BALLPEN GTECH BLACK	32	PC	2,720.00				
7	BALLPEN PILOT FRIXION POINT 0.5	3	PC	267.00				
8	BALLPEN 2000 BALL POINT PEN 0.01KG RED	19	PC	114.00				
9	BALLPEN BPS, FINE RED	15	PC	435.00				
10	BATTERY, 9V, MAX, ALKALINE	5	PC	845.00				
11	BATTERY, AA, MAX, ALKALINE	100	PC	4,900.00				
12	BATTERY, AA, SUPER HEAVY DUTY	2	PC	42.00				
13	BATTERY, AAA, MAX, ALKALINE	61	PC	3,355.00				
14	BLANK CASSETTE TAPE 90 MINS	5	PC	290.00				
15	BOND PAPER S-24 BLUE LONG	3	REAM	864.00				
16	BOND PAPER S-24 BLUE SHORT	3	REAM	768.00				
17	BOND PAPER S-20 A4	38	REAM	9,158.00				
18	BOND PAPER S-20 LONG	40	REAM	10,680.00				
19	BOND PAPER S-20 SHORT	37	REAM	8,362.00				
20	BOOK END 7.5"	1	PC	275.00				
21	CALCULATOR, 12-DIGITS, TWO WAY POWER (MX-12V)	2	PC	630.00				
22	CARTOLINA ASSORTED COLOR	10	PC	70.00				
23	CD RECORDABLE 650MB/70MIN W/ CASE	9	PC	243.00				
24	CD REWRITABLE 700MB W/ CASE	52	PC	2,184.00				
25	CERTIFICATE HOLDER 8"X11" PLASTIC CASE	8	PC	344.00				
26	CERTIFICATE HOLDER 8"X11" WOOD FRAME W/ GLASS	5	PC	720.00				
27	CERTIFICATE HOLDER 8.5"X13" WOOD FRAME W/ GLASS	10	PC	1,500.00				
28	CERTIFICATE HOLDER 9"X12" WOOD FRAME W/ GLASS	5	PC	810.00				

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					Unit Price	Total Price		
29	CLEAR BOOK LONG	6	PC	486.00				
30	CLEAR BOOK SHORT	3	PC	210.00				
31	CLIP BACKFOLD 1" 12'S	4	PACK	76.00				
32	CLIP BACKFOLD 1-1/4" 12'S	2	PACK	66.00				
33	CLIP BOARD LEGAL	5	PC	525.00				
34	CLIP BULLDOG 3"	5	PC	65.00				
35	COPY PAPER S-24 A4	50	REAM	14,200.00				
36	COPY PAPER S-24 LONG	52	REAM	16,276.00				
37	COPY PAPER S-24 SHORT	57	REAM	14,877.00				
38	CORK BOARD 24"X36"	2	PC	1,276.00				
39	CORRECTION PEN 3.5ML	2	PC	198.00				
40	CORRECTION TAPE 5MMX10M	29	PC	2,175.00				
41	CROCODILE TAPE 2"	1	ROLL	41.00				
42	CUTTER HEAVY DUTY METAL (#710)	3	PC	210.00				
43	DAILY TIME RECORD (CS FORM NO. 48)	5	PAD	325.00				
44	DATA FILE BOX DOUBLE LEGAL HORIZONTAL	1	PC	180.00				
45	DATA FILE BOX SINGLE LEGAL HORIZONTAL	2	PC	186.00				
46	DATA FOLDER LEGAL 2.5" HORIZONTAL	2	PC	488.00				
47	DATA FOLDER LEGAL 2.5" VERTICAL	6	PC	1,206.00				
48	DOUBLE SIDED TAPE 24MMX1M FOAM-TYPE	5	ROLL	750.00				
49	DOUBLE-SIDED TAPE 24MMX10M TISSUE-TYPE	63	ROLL	2,142.00				
50	DUCT TAPE 3"	2	PACK	744.00				
51	DVD RECORDABLE 4.7GB 16X W/ CASE	20	PC	820.00				
52	DVD REWRITABLE 4.7 GB 16X W/ CASE	23	PC	1,472.00				
53	ENVELOPE BROWN LONG	261	PC	783.00				
54	ENVELOPE BROWN SHORT	229	PC	458.00				
55	ENVELOPE EXPANDING LONG	170	PC	2,720.00				

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					Unit Price	Total Price		
56	ENVELOPE EXPANDING LONG PINK	4	PC	64.00				
57	ENVELOPE EXPANDING SHORT	110	PC	1,430.00				
58	ENVELOPE EXPANDING SHORT PINK	4	PC	52.00				
59	ENVELOPE MAILING PLAIN WHITE LONG 500'S	2	BOX	818.00				
60	ENVELOPE MAILING PLAIN WHITE SHORT 500'S	8	BOX	2,192.00				
61	ENVELOPE PLASTIC LONG	66	PC	792.00				
62	ENVELOPE PLASTIC SHORT	60	PC	660.00				
63	FASTENER ROUNDHEAD #4 100'S	3	BOX	123.00				
64	FLASH DRIVE 16GB	8	PC	4,872.00				
65	FLASH DRIVE 32GB	6	PC	5,916.00				
66	FLASH DRIVE 64GB	2	PC	3,364.00				
67	FLASH DRIVE 8GB	15	PC	5,655.00				
68	FOLDER CLEAR LONG	48	PC	768.00				
69	FOLDER CLEAR SHORT	35	PC	525.00				
70	FOLDER EXPANDING HARD GREEN LONG	348	PC	8,352.00				
71	FOLDER EXPANDING HARD PINK LONG	10	PC	240.00				
72	FOLDER LONG 14PTS	335	PC	2,010.00				
73	FOLDER SHORT 14PTS	267	PC	1,335.00				
74	FOLDER SLIDING MOROCCO LONG	35	PC	420.00				
75	FOLDER SLIDING MOROCCO SHORT	40	PC	400.00				
76	FOLDER SLIDING PLASTIC LONG	30	PC	240.00				
77	FOLDER SLIDING PLASTIC SHORT	25	PC	175.00				
78	GLUE 130G	16	PC	768.00				
79	GLUE GUN BIG	3	PC	564.00				
80	GLUE GUN STICK BIG 4'S	5	PACK	175.00				
81	GUN TUCKER METAL 6-14MM HEAVY DUTY	12	PC	12,804.00				
82	GUN TUCKER WIRE 10MM 1000'S	83	BOX	4,150.00				

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					Unit Price	Total Price		
83	HIGHLIGHTER PEN	39	PC	1,365.00				
84	ILLUSTRATION BOARD 10"X15" (1/8)	10	PC	100.00				
85	IN/OUT DESK TRAY PLASTIC	3	PC	750.00				
86	INDEX BOX 4"X6" WOODEN	1	PC	131.00				
87	INDEX CARD RULED 4"X6" 100'S	10	PACK	290.00				
88	INDEX CARD RULED 5"X8" 100'S	10	PACK	420.00				
89	INK BOTTLE EPSON T6641 BLACK	64	PC	17,856.00				
90	INK BOTTLE EPSON T6642 CYAN	47	PC	13,113.00				
91	INK BOTTLE EPSON T6643 MAGENTA	52	PC	14,508.00				
92	INK BOTTLE EPSON T6644 YELLOW	52	PC	14,508.00				
93	INK CARTRIDGE CANON 810 BLACK	25	PC	21,750.00				
94	INK CARTRIDGE CANON 811 COLORED	10	PC	11,370.00				
95	INK CARTRIDGE CANON PG-40 BLACK	5	PC	5,510.00				
96	INK CARTRIDGE HP 678 BLACK	7	PC	3,129.00				
97	INK CARTRIDGE HP 678 COLORED	3	PC	1,341.00				
98	LAMINATING FILM A4 250MICRONS 100'S	3	PACK	660.00				
99	LAMINATING FILM LEGAL 250MICRONS 100'S	10	PACK	2,200.00				
100	MANILA PAPER 2'S	5	PC	35.00				
101	MAP PIN 50'S	2	BOX	72.00				
102	MASKING TAPE 24MMX50M	35	ROLL	2,835.00				
103	MASKING TAPE 48MMX50M	16	ROLL	1,488.00				
104	MOUSE W/ PAD USB PORT	2	SET	440.00				
105	NOTEBOOK FIELD 80 LEAVES 10.16CMX15.24CM	22	PC	968.00				
106	PACKAGING TAPE 48MMX50M	18	ROLL	756.00				
107	PACKAGING TAPE TRANSPARENT 48MMX50M	1	ROLL	42.00				
108	PAGE MARKER/SIGN HERE 11MMX43MM 100'S	7	PAD	1,134.00				
109	PAPER CLIP VINYL-COATED NO.22 SMALL 50G	23	BOX	345.00				

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					Unit Price	Total Price		
110	PAPER CLIP VINYL-COATED NO.50 JUMBO 120G	21	BOX	651.00				
111	PAPER FASTENER PLASTIC 50'S	17	BOX	901.00				
112	PARCHMENT PAPER LONG 10'S	38	PACK	836.00				
113	PARCHMENT PAPER SHORT 10'S	38	PACK	836.00				
114	PENCIL NO.2 12'S	24	BOX	2,376.00				
115	PENTEL PEN BROAD BLACK	28	PC	1,316.00				
116	PENTEL PEN FINE BLACK	16	PC	752.00				
117	PENTEL PEN FINE BLUE	3	PC	141.00				
118	PHOTO PAPER A4 GLOSSY 10'S	103	PACK	14,008.00				
119	POST-IT 2"X3" 100'S	10	PAD	480.00				
120	POST-IT 3"X3" 100'S	9	PAD	522.00				
121	POST-IT 3"X4" 100'S	5	PAD	440.00				
122	POST-IT 4"X6" 100'S	25	PAD	3,975.00				
123	PREMIUM WAX RIBBON	17	ROLL	3,944.00				
124	PUNCHER	1	PC	395.00				
125	PUSH PIN 100'S	2	BOX	56.00				
126	RECORD BOOK 150PP	17	PC	799.00				
127	RECORD BOOK 200PP	22	PC	1,144.00				
128	RECORD BOOK 300PP	19	PC	1,216.00				
129	RECORD BOOK 500PP	12	PC	1,080.00				
130	RUBBER BAND #18 350G	2	BOX	418.00				
131	RUBBER BAND SMALL 350G	2	BOX	446.00				
132	RUBBER ERASER SUPER HARD 2-1/2"X3/4"	3	PC	273.00				
133	RUBBER ERASER VINYL	6	PC	486.00				
134	RULER PLASTIC 12"	5	PC	175.00				
135	SCISSORS 6" ORDINARY	6	PC	384.00				
136	SCOTCH TAPE 12MMX50M	11	ROLL	517.00				

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					Unit Price	Total Price		
137	SCOTCH TAPE 24MMX50M	48	ROLL	4,128.00				
138	SIGN PEN 0.5 BLACK	109	PC	2,507.00				
139	SIGN PEN 0.5 BLUE	6	PC	138.00				
140	SIGN PEN 0.5 RED	15	PC	345.00				
141	SIGN PEN V10 BLACK	134	PC	10,854.00				
142	SIGN PEN V5 BLACK	69	PC	4,830.00				
143	SIGN PEN V7 BLACK	131	PC	9,301.00				
144	SPECIALTY BOARD LONG 10'S	29	PACK	1,479.00				
145	SPECIALTY BOARD SHORT 10'S	33	PACK	1,353.00				
146	SPECIALTY PAPER LEGAL 10'S	28	PACK	896.00				
147	SPECIALTY PAPER SHORT 10'S	53	PACK	1,484.00				
148	STAMP PAD INK 30ML BLUE	2	BOTTLE	30.00				
149	STAMP PAD NO.1 BIG	2	PC	82.00				
150	STAPLE WIRE #35 5000'S	34	BOX	1,258.00				
151	STAPLER W/ REMOVER #35	1	PC	186.00				
152	STICKER PAPER VINYL A4 GLOSSY 10'S	321	PACK	12,519.00				
153	STICKER PAPER VINYL A4 MATTE 5'S	74	PACK	3,182.00				
154	STORAGE BOX 2'S	5	PACK	2,030.00				
155	STORAGE BOX W/ LID LEGAL GRAY	7	PC	3,829.00				
156	TAPE DISPENSER HEAVY DUTY	1	PC	129.00				

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					Unit Price	Total Price		
157	THERMAL/FAX PAPER 210MMX30M	2	ROLL	128.00				
158	THUMB TACKS NO.33 GOLD 100'S	1	BOX	10.00				
159	TONER CARTRIDGE FOR GESTETNER MP2000Le	2	PC	6,290.00				
160	TONER CARTRIDGE LASERJET HP 85A	2	PC	7,482.00				
161	VOUCHER BOX 5.5 X 5.5 X 28	1	BOX	250.00				
162	WHITEBOARD MARKER BLACK	11	PC	550.00				
163	WHITE SATIN LABEL (MOQ)	30	ROLL	7,551.60				
164	YELLOW PAD 80'S	23	PAD	989.00				
	TOTAL			416,918.60				

Company Name.

Address

*Print Name & Signature of
Authorized Representative*