

REQUEST FOR QUOTATION

G D T S



19.020.001891

For: SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR USE OF PROVINCIAL HOSPITAL UNDER THE PROVINCIAL GOVERNMENT OF CAVITE

Name of Company

Date: October 24, 2019

RFQ No.: nlontoc-RFQ-G0278-2019

Complete Company Address

PR No.:

PHILGEPS Ref. No.: 6583730

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 30, 2019 at 5:00 PM** to the **BAC Office**.

Very truly yours,

RENATO A. BUBUTAN
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 **PHO** of the Provincial Government of Cavite.

(Printed Name above Signature)
AUTHORIZED CANVASSER

PLEASE QUOTE: **PER ITEM**

BIDDER'S PROPOSAL BOX

No	ITEM DESCRIPTION (ITEM NAME & TECHNICAL SPECIFICATION S)	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 **see 2 nd page**			334,412.00				
				334,412.00				

- 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 failure to the issuance of check payment;
 11. Failure to comply with these conditions shall mean disqualification of your bid proposal

SUPPLIER/CONTRACTOR/CONSULTANTS CERTIFICATION

Date: October 30,, 2019

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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PLEASE QUOTE: PER ITEM

BIDDER'S PROPOSAL BOX

No	ITEM DESCRIPTION (ITEM NAME&TECHNICALSPECIFICATIONS)	QTY.	UNIT	APPROVED BUDGET OF CONTRACT (ABC)	FINANCIAL PROPOSAL <i>(Indicate the Price Offer)</i>		TECHNICAL PROPOSAL	Delivery weeks /days
					Unit Pri ce	Total Price		
1	BALLPEN, 2000 BALL POINT PEN, RED (HBW)*	70	PC					
2	BALLPEN, 2000 BALL POINT PEN, BLACK (HBW)*	457	PC					
3	BALLPEN COLOR BLACK (PILOT)*	55	PC					
4	BALLPEN, 2000 BALL POINT PEN, BLUE (HBW)*	25	PC					
5	BATTERY SIZE 9V (EVEREADY)*	30	PC					
6	BATTERY SIZE AA (ENERGIZER)*	23	PC					
7	BATTERY, AA SUPER HEAVY DUTY (EVEREADY)	40	PC					
8	BATTERY, AAA SUPER HEAVY DUTY (EVEREADY)	32	PC					
9	BATTERY SIZE AAA (ENERGIZER)*	20	PC					
10	BROTHER REFILLABLE INK DCP- T300 BLACK*	2	PC					
11	BROTHER REFILLABLE INK DCP- T300 CYAN*	2	PC					
12	BROTHER REFILLABLE INK DCP- T300 MAGENTA*	2	PC					
13	BROTHER REFILLABLE INK DCP- T300 YELLOW*	2	PC					
14	CALCULATOR, 12 DIGITS (CASIO)*	8	PC					
15	CARBON FILM LONG, BLACK, 100'S (PERMAFILM)*	1	BOX					
16	CARTOLINA, ASSORTED COLORS*	240	PC					
17	CERTIFICATE HOLDER 8 X 11 WOOD FRAME W/ GLASS	5	PC					
18	CLIP BOARD LEGAL	4	PC					
19	CORK BOARD 18" X 24"	3	PC					
20	CORRECTION PEN, 3.5ML (PAPERMATE)*	2	PC					
21	CORRECTION TAPE 5MMX10M (JOY)*	85	PC					
22	CUTTER HEAVY DUTY METAL (KW-TRIO #710)*	1	PC					
23	DAILY TIME RECORD (CS FORM NO.48)	8	PAD					
24	DATA FILE BOX DOUBLE LEGAL HORIZONTAL	4	PC					
25	DATA FOLDER, HORIZONTAL	1	PC					

26	DOUBLE SIDED TAPE 24MM X 10M TISSUE TYPE (3M)*	12	ROLL					
27	ENVELOPE MAILING PLAIN WHITE LONG 500'S	2	BOX					
28	ENVELOPE, BROWN LONG	100	PC					
29	ENVELOPE BROWN SHORT	8325	PC					
30	ENVELOPE EXPANDING LONG (BEST BUY) WHT/KRFT*	15	PC					
31	ENVELOPE, EXPANDING SHORT (BEST BUY)*	12	PC					
32	EPSON L 360 REFILLABLE - BLACK*	4	PC					
33	EPSON L 360 REFILLABLE - CYAN*	4	PC					
34	EPSON L 360 REFILLABLE - MAGENTA*	4	PC					
35	EPSON L 360 REFILLABLE - YELLOW*	4	PC					
36	FLASH DRIVE (16GB) KINGSTON*	16	PC					
37	FOLDER EXPANDING GREEN HARD LONG	150	PC					
38	FOLDER LONG 14PTS SYSTEM WHT	1270	PC					
39	FOLDER SHORT 14PTS SYSTEM WHIT	1130	PC					
40	GLUE 130G (ELMERS)*	21	PC					
41	GLUE GUN	2	PC					
42	GLUE GUN STICK, BIG, 4'S	2	PACK					
43	MARKER, HIGHLIGHTER (STABILO)*	30	PC					
44	ILLUSTRATION BOARD, 40"X30" (1 WHOLE)	3	PC					
45	IN/OUT DESK TRAY, METAL	2	PC					
46	IN/OUT DESK TRAY PLASTIC 2 LAYER	1	PC					
47	INDEX CARD RULED 5" X 8" 100S (BEST BUY) *	80	PACK					
48	INDEX CARD, RULED, 3"X5", 100'S (BEST BUY) *	10	PACK					
49	INDEX BOX, WOODEN, 5"X8"	2	PC					
50	INK CARTRIDGE CANON 745 BLK*	2	PC					
51	INK CARTRIDGE CANON 810 BLACK*	2	PC					
52	LAMINATING FILM, LONG, 250MICRONS, 100'S	1	PACK					
53	LAMINATING POUCH 65MMX95MM 250 MICRONS 100'S	10	BOX					
54	PAPER, MANILA, 2'S	12	PACK					
55	MARKER, WHITEBOARD, BLACK (PILOT)*	28	PC					
56	PAPER CLIP VINYL COATED NO. 22 SMALL	10	BOX					
57	PAPER CLIP VINYL COATED NO.50 JUMBO 120G GEM TYPE (PRINCE)*	15	BOX					
58	PAPER CUTTER 15 X 12	2	PC					
59	PAPER FASTENER PLASTIC 50'S (KW-TRIO) *	74	BOX					
60	FASTENER, METAL (KW-TRIO)*	5	BOX					
61	PAPER, ART, ASSORTED COLORS, 6'S	2	PACK					
62	BOND PAPER S-20 A4 (PAPER ONE) SUB. 24*	152	REAM					
63	BOND PAPER S- 20 LONG (PAPER ONE) / SUB. 24*	87	REAM					
64	BOND PAPER S-20 SHORT (PAPER ONE)SUB 24*	60	REAM					

65	NAPPCO S-24 (LIGHT GREEN)*								
66	PAPER, COLORED BOND SHORT, S-24 (NAPPCO) PINK*	2	REAM						
67	PAPER, COLORED BOND LONG, S-24 (NAPPCO)*	2	REAM						
68	PAPER, COLORED BOND SHORT, S-24 (NAPPCO)*	2	REAM						
69	PAPER, COPY A4, S-24 (PAPER ONE)*	20	REAM						
70	PAPER, COPY LONG, S-24 (PAPER ONE)*	40	REAM						
71	PAPER, COPY SHORT, S-24 (PAPER ONE)*	52	REAM						
72	PAPER, Mimeo SHORT, WHITEWOVE, S-20 (ADVANCE)*	25	REAM						
73	PAPER, Mimeo LONG, WHITEWOVE, S-20 (ADVANCE)*	20	REAM						
74	PAPER, PARCHMENT LONG, 10'S (BEST BUY)*	10	PACK						
75	PAPER, PHOTO A4, GLOSSY, 10'S (BEST BUY)*	11	PACK						
76	PAPER, SPECIALTY BOARD LONG, 10'S (ELIT)*	9	PACK						
77	PAPER, YELLOW PAD (ADVANCE) 80's*	27	PAD						
78	PASTE 200ML (REDSTONE) /200GM*	17	PC						
79	PENCIL NO. 2 (MONGOL)/ (BOX/12'S) (3'S)*	7	BOX						
80	PENCIL SHARPENER, HEAVY DUTY (CRYSTAL)*	3	PC						
81	MARKER, PERMANENT, BROAD, BLACK (PILOT)*	43	PC						
82	PENTEL PEN FINE (PILOT) BLACK*	5	PC						
83	PHILIPPINE FLAG, 18"X36", NYLON	1	PC						
84	PUSH PINS 100S (JOY)*	7	BOX						
85	NOTE PAD, 3"X3", 100'S (POST-IT)*	5	PAD						
86	POST IT 2 X 3 (3M) 100'S*	16	PAD						
87	PREMIUM WAX RIBBON	5	PC						
88	PUNCHER, HEAVY DUTY	3	PC						
89	RECORD BOOK 150PP	3	PC						
90	RECORD BOOK 200PP	2	PC						
91	RECORD BOOK 300PP	45	PC						
92	RECORD BOOK 500PP	15	PC						
93	RISOGRAPH DIGITAL INK (AKINTO 4129-D)*	20	BOT						
94	RUBBER BAND, BIG, 350G (ARROW)*	1	BOX						
95	RUBBER BAND SMALL 350G (BRITE)*	2	BOX						
96	RULER, PLASTIC, 12" (ORION)*	12	PC						
97	SCISSORS, 6", ORDINARY (JOY)*	11	PC						
98	Scotch Tape 12 mmx 50 m (3M)*	20	ROLL						
99	SCOTCH TAPE 1" 24MMX50M (3M)*	15	ROLL						
100	SIGNPEN MYGEL BLACK 0.5*	12	PC						
101	SPECIALTY PAPER SHORT 10'S (ELIT)*	4	PC						
102	STAMP PAD INK, BLUE, 30ML*	2	BTL						
103	STAMP PAD, BIG (JOY) *	2	PC						

104	STAPLE WIRE #35 5000'S (MAX)*	25	BOX					
105	STAPLER W/ REMOVER #35 (MAX)*	9	PC					
106	PAPER, STICKER A4, GLOSSY, 10'S (BEST BUY)	1	PACK					
107	PAPER, STICKER A4, MATTE, 5'S (BEST BUY)	1	PACK					
108	TAPE DISPENSER, HEAVY DUTY (MAX)	6	PC					
109	TAPE, DOUBLE-SIDED TISSUE-TYPE, 24MMX10M (3M)	12	ROLL					
110	TAPE, MASKING, 48MMX50M (3M)	15	ROLL					
111	THUMB TACKS NO.33 GOLD 100'S (BEST BUY)	5	BOX					
112	WHITE SATIN LABELS (MOQ)	5	PC					
113	WHITEBOARD ERASER (STERLING)	1	PC					

Company Name.

Address

Print Name & Signature of Authorized Representative