

REQUEST FOR QUOTATION



For the Supply and Delivery of Various Supplies for Use in various offices at Sangguniang Panlalawigan

Name of Company

Date: August 14, 2021

Complete Company Address

RFQ No.: NLONTOC-RFQ-114-2021

PR No.: 2021-8-823 / 08-05-2021

PHILGEPS Ref. No.: 7923256

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 **August 20, 2021 at 5:00 PM** to the **BAC Office, 2/F Provincial Capitol Bldg., Bray, San Agustin, Trece Martires City.**

Very truly yours,
RENATO ARBUTAN
BAC-A Chairman

CANVASSER'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 & Signature)
AUTHORIZED CANVASSER

PLEASE QUOTE: PER ITEM

BIDDER'S PROPOSAL BOX

No	ITEM DESCRIPTION (Item Name & Technical Specifications)	QTY.	UNIT	APPROVED BUDGET OF CONTRACT (ABC)	FINANCIAL PROPOSAL (Indicate the Price Offer)		TECHNICAL PROPOSAL	DELIVERY (days/weeks)
					Unit Price	Total Price		
1	BALLPEN HBW ASSORTED COLOR	20	PCS	140.00				
2	BALLPEN HBW BLACK*	37	PCS	259.00				
3	BALLPEN PILOT BLACK	44	PCS	1,144.00				
4	BALLPEN PILOT FRICTION PEN	3	PCS	279.00				
5	BATTERY ENERGIZER AA*	40	PCS	1,720.00				
6	BATTERY ENERGIZER AAA*	44	PCS	2,464.00				
7	BOND PAPER PEPER ONE A4 S-20/ SUB24*	136	REAM	28,424.00				
8	BOND PAPER PAPER ONE LONG S-20/SUB24*	110	REAM	25,410.00				
See page 2 for the continuation								
Total								

- GENERAL CONDITIONS**
- All entries must be legibly handwritten or typewritten;
 - Bidders must submit necessary business permits (SEC, LGU, DTI, CDA, BIR Certificate, etc.) and PhilGEPS Online Registration/Certification;
 - Place this RFQ in a sealed envelope and type the following details on the face of the envelope:
Company Name
RFQ No.
PR No.
PHILGEPS Reference No.
 - 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)
 - Item/s delivered must have warranties for unit replacements, parts, labor or other services;
 - Price validity shall be for a period of three(3) months;
 - Quoted prices must be inclusive of taxes, and other charges or fees and shall not exceed the Approved Budget for the Contract (ABC);
 - 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;
 - It is understood that the Provincial Government of Cavite is not bound to accept the Lowest Calculated Bid or any Bid it may receive;
 - 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;
 - Failure to comply with these conditions shall mean disqualification of your bid proposal.

SUPPLIER/CONTRACTOR/CONSULTANT'S 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.

Printed Name & Signature
of Authorized Representative

Company Tel./Fax/Mobile No.

Company Tax Identification No. (TIN)

*Attach Certificate of Registration (BIR)

10:20
8/16/21
224
8/16

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No.	ITEM DESCRIPTION (Item Name & Technical Specifications)	QTY	UNIT	APPROVED BUDGET OF CONTRACT (ABC)	FINANCIAL PROPOSAL (Indicate the Price Offer)		TECHNICAL PROPOSAL	Delivery (days/weeks)
					Unit Price	Total Price		
9	BOND PAPER PAPER ONE SHORT S-20/SUB 24*	46	REAM	9,062.00				
10	BOOK END HBW 7.5*	10	PCS	340.00				
11	CLEAR BOOK LONG	8	PCS	584.00				
12	CLEAR BOOK SHORT	8	PCS	496.00				
13	CLIP BACKFOLD 12'S/PACK 1 1/4	4	PACK	88.00				
14	CLIP BACKFOLD 12'S/PACK 1	4	PACK	60.00				
15	CLIP BOARD LEGAL	4	PCS	248.00				
16	COPY PAPER PAPER ONE A4 80GSM*	80	REAM	20,640.00				
17	COPY PAPER PAPER ONE LONG S-24*	35	REAM	10,080.00				
18	COPY PAPER PAPER ONE SHORT S-24*	16	REAM	3,952.00				
19	CORRECTION TAPE 5MM X 10M*	8	PCS	296.00				
20	DATA FILE BOX SINGLE LEGAL HORIZONTAL	5	PCS	465.00				
21	DOUBLE-SIDED TAPE 3M 24MM X 10M TISSUE TYPE	28	ROLL	4,536.00				
22	ENVELOPE BROWN LONG	104	PCS	416.00				
23	ENVELOPE BROWN SHORT	104	PCS	312.00				
24	ENVELOPE EXPANDING LONG	30	PCS	420.00				
25	ENVELOPE EXPANDING SHORT	30	PCS	330.00				
26	ENVELOPE MAILING PLAIN WHITE 500'S LONG	8	BOX	2,088.00				
27	ENVELOPE MAILING PLAIN WHITE 500'S SHORT	22	BOX	3,052.00				
28	FLASH DRIVE KINGSTON 16GB	8	PCS	3,992.00				
29	FLASH DRIVE KINGSTON 32GB	4	PCS	2,596.00				
30	FOLDER 14PTS SYSTEM WHITE LONG	90	PCS	450.00				
31	FOLDER 14 PTS SYSTE, WHITE SHORT	90	PCS	360.00				
32	FOLDER EXPANDING (CAPITOL) GREEN/LIGHT GREEN LONG HARD	150	PCS	3,300.00				
33	GLUE ELMER'S 130G	18	PCS	846.00				
34	GLUE GUN STICK 4/PACK BIG	10	PACK	70.00				
35	GUN TUCKER 6-14MM METAL HEAVY DUTY	4	PCS	9,792.00				
36	GUN TUCKER WIRE BRITE 1000'S 3/8 10MM	20	BOX	3,240.00				
37	HIGHLIGHTER PEN STABILLO	20	PCS	780.00				
38	LAMINATING POUCH 100'S 65MM X 95MM 250 MICRON	2	PACK	650.00				
39	MASKING TAPE 3M 48MM X 20M	16	ROLL	2,688.00				
40	MASKING TAPE 3M 48MM X 50M	5	ROLL	540.00				
41	PACKAGING TAPE 48MM X 50M	14	ROLL	686.00				
42	PACKAGING TAPE BEST BUY TRANSPARENT 48MM	7	PC	371.00				
43	PAPER CLIP PRINCE VINYL COATED NO. 22 SMALL 50G GEM TYPE	8	BOX	112.00				
44	PAPER CLIP PRINCE VINYL COATED NO. 50 JUMBO 120G GEM TYPE	8	BOX	208.00				
45	PAPER CUTTER 15" X 12"	2	PC	1,210.00				
46	PAPER FASTENER KW-TRIO 50'S PLASTIC	4	BOX	132.00				
47	PENCIL MONGOL 12/BOX NO. 2	2	BOX	196.00				
48	PERMANENT MARKER PILOT ASSORTED COLORS	12	PCS	516.00				
49	PERMANENT MARKER OILOT BLACK BOARD	16	PCS	688.00				
50	PERMANENT MARKER PILOT BLACK FINE	16	PCS	688.00				
51	PERMANENT MARKER SCHNEIDER ASSORTED	12	PCS	516.00				
52	PHOTO PAPER BEST BUY 10'S A4 GLOSSY	10	PACK	1,370.00				
53	POST-IT 3M 100'S 3"X3"	4	PAD	248.00				
54	POST-IT 3M 100'S 3"X4"	4	PAD	440.00				
55	POST-IT 3M 100'S 3"X6"	6	PAD	1,014.00				
	See page 3 for the continuation							
	TOTAL							

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No.	ITEM DESCRIPTION (Item Name & Technical Specifications)	QTY	UNIT	APPROVED BUDGET OF CONTRACT (ABC)	FINANCIAL PROPOSAL (Indicate the Price Offer)		TECHNICAL PROPOSAL	Delivery (days/weeks)
					Unit Price	Total Price		
56	PRINTER CONTINUOUS INK EPSON 003 BLACK	41	PCS	11,685.00				
57	PRINTER CONTINUOUS INK EPSON 003 CYAN	36	PCS	11,484.00				
58	PRINTER CONTINUOUS INK EPSON 003 MAGENTA	36	PCS	11,484.00				
59	PRINTER CONTINUOUS INK EPSON 003 YELLOW	36	PCS	11,484.00				
60	PRINTER CONTINUOUS INK EPSON T6641 BLACK	22	PCS	6,270.00				
61	PRINTER CONTINUOUS INK EPSON T6642 CYAN	19	PCS	6,061.00				
62	PRINTER CONTINUOUS INK EPSON T6643 MAGENTA	19	PCS	6,061.00				
63	PRINTER CONTINUOUS INK EPSON T6644 YELLOW	19	PCS	6,061.00				
64	RECORD BOOK 200PP	4	PCS	204.00				
65	RECORD BOOK 300PP	4	PCS	256.00				
66	RECORD BOOK 500PP	4	PCS	364.00				
67	RUBBER BAND 350G BIG #18	4	BOX	836.00				
68	RUBBER BAND 350G SMALL #16	4	BOX	648.00				
69	RULER ORIOIN 12" PLASTIC	2	PCS	70.00				
70	SCISSORS 6: ORDINARY	10	PCS	410.00				
71	SCOTCH TAPE 3M 12MM X 50M	30	ROLL	1,710.00				
72	SCOTCH TAPE 3M 24MM X 50M	588	ROLL	5,046.00				
73	SIGN PEN MYGEL BLACK 0.5	8	PCS	200.00				
74	SIGN PEN MYGEL BLUE 0.5	5	PCS	125.00				
75	SIGN PEN MYGEL GREEN 0.5	5	PCS	125.00				
76	SIGN PEN MYGEL RED 0.5	13	PCS	325.00				
77	SIGN PEN MYGEL VIOLET 0.5	5	PCS	125.00				
78	SIGN PEN PILOT V10 BLACK	80	PCS	6,720.00				
79	SIGN PEN PILOT V7 BLACK	24	PCS	1,608.00				
80	SPECIALTY BOARD ELIT 10'S LONG	4	PACK	148.00				
81	SPECIALTY BOARD ELIT 10'S SHORT	16	PACK	576.00				
82	SPECIALTY PAPER ELIT 10'S SHORT	18	PACK	648.00				
83	STAMPPAD INK BLUE 30ML	4	BOT	128.00				
84	STAPLE WIRE MAX 5000'S #35	10	BOX	600.00				
85	STICKER VINYL 10'S A4 MATTE	336	PACK	16,800.00				
86	TAPE DISPENSER MAX HEAVY DUTY	1	PC	99.00				
87	YELLOW PAD ADVANCE 80'S	8	PAD	248.00				
88	STAPLE W/ REMOVER #35 (MAX)	2	PCS	202.00				
89	INK CANON BLACK	8	PCS	9,744.00				
90	INK CANON COLOR	7	PCS	10,073.00				
91	MASKING TAPE 3M 34MM X 50M	5	PCS	210.00				
92	BALLPEN, ASSORTED COLOR PILOT (LAVANDER)	20	PCS	520.00				
	*or its equivalent							
	Nothing Follows							
	TOTAL			284,968.00				

Company Name

Address

Printed Name & Signature
of Authorized Representative