PHILIPPINE COMPETITION COMMISSION
Ensuring businesses compete and consumers benefit

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REQUEST FOR QUOTATION

Procurement of Various Office Supplies for the Philippine Competition Commission

P.R. No./Date Received: **2026-02-0039 / 10 February 2026**

RFQ/P No. / Date: **2026-02-0030 / 24 February 2026**

The Philippine Competition Commission invites all eligible and PhilGEPS-registered suppliers, contractors and consultants to quote the best offer for the described item in the attached ***Technical Specifications*** subject to the Terms and Conditions and within the **Approved Budget for the Contract**.

Required Documents/Information to be submitted as Attachments to the Quotation:

- Mayor's/Business Permit / BIR Cetificate of Registration in case of individual.
- PhilGEPS Registration Number
- Notarized Omnibus Sworn Statement

This pro-forma quotation maybe submitted through ***registered*** or ***electronic mail*** to the PCC Bids and Awards Committee (PBAC) Secretariat at above address or email to ***procurement@phcc.gov.ph*** or ***mrfajutnao@phcc.gov.ph*** on or before **March 2, 2026 12:00PM** subject to the following *Terms and Conditions:*

1. All entries shall be typed or written in a clear legible manner.
2. No alternate quotation/offer is allowed, suppliers who submitted more than one quotation shall be automatically disqualified.
3. All prices offered herein are valid, binding and effective for THIRTY (30) calendar days upon issuance of this document. Alternative bids shall be rejected.
4. Price quotations to be denominated in Philippine Peso shall include all applicable government taxes subject to **(BIR 2306)** 5% R-VAT and **(BIR 2307)** 1% (PO) or 2% (JO) deductions.
5. PCC PBAC Technical Working Group may require you to submit documents that will prove your legal, financial and technical capability to undertake this contract.
6. Salient provisions of the IRR of RA 9184: Section 68 - Liquidated Damages and Section 69 - Imposition of Administrative Penalties shall be observed.
7. PCC reserves the right to reject any and all quotations, declare a failure, or not award the contract pursuant to Sec 41 of the same IRR.
8. In case of tie quotations, suppliers' presence are required during tie breaking through draw lots or toss coin.
9. In case supplier pro forma quotation is submitted, conditions will be governed by the submitted signed ***Technical Specifications*** or Special Instructions

Very truly yours,

[confidential]
Signed by Joseph Melvin B Basas
ATTY. JOSEPH MELVIN B. BASAS
PBAC Chairperson

[confidenti
al]

Item	QTY	ABC	ITEMS *(PCC may require sample pictures for the offered brand/model)*	Unit Price **(To be filled-out by the supplier)**	Total Amount
1	12	₱13,200.00	MAINTENANCE BOX for Epson L15150 Printer		
2	10	₱6,500.00	INK, Black for Epson L6170		
3	10	₱5,000.00	INK, Magenta for Epson L6170		
4	10	₱5,000.00	INK, Cyan for Epson L6170		
5	10	₱5,000.00	INK, Yellow for Epson L6170		
6	12	₱12,600.00	INK, Black for Epson L15150		
7	10	₱8,500.00	INK, Magenta for Epson L15150		
8	10	₱8,500.00	INK, Cyan for Epson L15150		
9	10	₱8,500.00	INK, Yellow for Epson L15150		
10	80	₱800.00	BALLPEN, Black 0.5mm		
11	100	₱1,000.00	BALLPEN, Blue 0.5mm		
12	5000	₱7,500.00	MASK, Surgical grade 3-ply		
13	1000	₱5,000.00	MASK, KN95 (White)		
14	50	₱3,000.00	STICKER PAPER, MATTE		
15	200	₱6,000.00	TAPE, TRANSPARENT, width: 24mm (±1mm)		

16	600	₱84,000.00	TOILET TISSUE PAPER, 3 ply, 12 rolls per pack		
17	200	₱1,000.00	FOLDER L-Type, Plastic A4 Size, Color: Clear		
18	200	₱1,000.00	FOLDER L-Type, Plastic Legal Size, Color: Clear		
19	100	₱4,000.00	BATTERY, dry cell (AAA) 2pcs/pack		
20	150	₱6,000.00	BATTERY, dry cell (AA) 2pcs/pack		
21	200	₱12,000.00	SIGN HERE, Flag Sticker, 44x25mm, 100 sheets per pack		
22	300	₱36,000.00	BOX, Storage File Box, Brown		
23	1000	₱20,000.00	FOLDER, White with Tab, Legal Size		
24	200	₱32,000.00	ARCHFILE LEVER with Taglia Lock, Vertical 2 holes, A4 & 3-in thick		
25	200	₱30,000.00	ARCHFILE LEVER with Taglia Lock, Horizontal 2 holes, Legal & 3-in thick		
Total ABC		**₱ 322,100.00**	**TOTAL Amount: (Per Item purchase):**		
Delivery Instructions:			*(Deliver within 10 Calendar Days after receipt of the Purchase Order)*		

*(Please provide **complete** information below)*

We undertake, if our Proposal is accepted, to supply/deliver the goods in accordance with the specifications and/or delivery schedule.

We agree to abide by this proposal for the price validity period specified in the terms and conditions and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a Purchase/Job Order or a Contract is prepared and executed, this Quotation/Proposal shall be binding upon us. We understand that you are not bound to accept the lowest or any Proposal you may receive.

Signature over Printed Name : _____

Designation/Position : _____

Name of Company : _____

Address : _____

Telephone / Fax : _____

E-mail Address: _____

Company Tax Identification Number : _____