PHILIPPINE COMPETITION COMMISSION
Ensuring businesses compete and consumers benefit

9/F and 25/F Vertis North Corporate Center 1
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queries@phcc.gov.ph
(+632) 8771 9722

REQUEST FOR QUOTATION

Procurement of Various Office Supplies for the Philippine Competition Commission

P.R. No./Date Received: **2026-07-0096 / 02 July 2026**

RFQ/P No. / Date: **2026-07-0083 / 16 July 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 **July 21, 2026 3:00PM** 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
10. The award of the procurement is on a ***per-item basis*** .

Very truly yours,

[confidential]

ATTY. JOSEPH MELVIN B. BASAS
PBAC Chairperson

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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 (To be filled-out by the supplier)
1	100	₱2,500.00	CORRECTION TAPE, Film-based with at least 8M length		
2	50	₱1,750.00	STAPLE WIRE, Standard 26/6		
3	30	₱1,050.00	SCISSORS, for office use, Stainless Steel with at least 7in length		
4	100	₱1,700.00	STENO NOTEBOOK, Spiral, 40 leaves		
5	30	₱18,000.00	INK, Genuine, Black for Epson L6270		
6	20	₱9,000.00	INK, Genuine, Cyan for Epson L6270		
7	20	₱9,000.00	INK, Genuine, Magenta for Epson L6270		
8	20	₱9,000.00	INK, Genuine, Yellow for Epson L6270		
9	30	₱30,000.00	INK, Genuine, Black for Epson L15150		
10	20	₱16,000.00	INK, Genuine, Cyan for Epson L15150		
11	20	₱16,000.00	INK, Genuine, Magenta for Epson L15150		
12	20	₱16,000.00	INK, Genuine, Yellow for Epson L15150		
13	400	₱15,200.00	BATTERY, dry cell (AA) 2pcs/pack		
14	100	₱3,500.00	PAPER CLIP, Big, vinyl/plastic coat 100 pieces per box		

15	100	₱2,500.00	PAPER CLIP, Small, vinyl/plastic coat 100 pieces per box		
16	300	₱23,100.00	STORAGE BOX WITH LID, Brown (12W X 16L X 10H)		
17	180	₱10,800.00	CLIP, BACKFOLD, 2" or 50mm, 12 pieces per box		
18	200	₱9,000.00	CLIP, BACKFOLD, 3/4" or 19mm, 12 pieces per box		
19	10	₱7,500.00	ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box		
20	15	₱11,250.00	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm), 100 pieces per box, white		
21	360	₱5,400.00	NOTEPAD, STICK-ON, 2X3, 100 sheets per pad		
22	180	₱3,600.00	NOTEPAD, STICK-ON, 3X3, 100 sheets per pad		
23	100	₱6,000.00	STICKER PAPER, MATTE		
24	200	₱44,000.00	PAPER, Multicopy, A4 80gsm		
25	150	₱34,500.00	PAPER, Multicopy, Legal 80gsm		
26	20	₱4,000.00	PAPER, Multicopy, Letter 80gsm		
27	1	₱400.00	MORROCO BINDING COVER, 100pcs/ream, Letter, Blue 230gsm		
28	1	₱600.00	PVC BINDING COVER, 100pcs/ream, Letter, 200microns		
Total ABC		**₱ 311,350.00**	**TOTAL Amount: (Per Item purchase):**		
Delivery Instructions:			*(Deliver within 10-15 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.

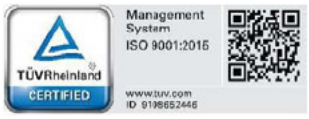
Signature over Printed Name : _____

Designation/Position : _____

Name of Company : _____

Address : _____

Telephone / Fax : _____

E-mail Address: _____

Company Tax Identification Number : _____