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: **2025-09-0146 / 17 September 2025** RFQ/P No. / Date: **2025-10-0151 / 01 October 2025**

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 Proposal:

- Valid Mayor's/Business Permit / BIR Certificate of Registration in case of individual.
- PhilGEPS Registration Number
- Latest Income / Business Tax Return
- Notarized Omnibus Sworn Statement **(Applicable if total amount of ABC of the lots to be bid is Above PhP50,000.00)**
- Signed Request for Quotation

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 (assigned PBAC Sec email ***arrebanal@phcc.gov.ph)*** on or before **06 October 2025, 12:00 PM** 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 12009: Section 71 - Liquidated Damages and Section 98 - 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 70 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 **Request for Quotation.**
10. Please note that the award of the procurement is on a **per item basis.**
11. Thi t d t the Implementing Rules and Regulations of RA 12009.

Ver [redacted]

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ATTY. JOSEPH MELVIN B. BASAS
PBAC Chairperson

Item No.	QTY	Unit	Total	Project Title	Unit Cost (PhP) (To be filled out by the supplier)	Total Amount (PhP) (To be filled out by the supplier)
1	25	bottle	₱ 25,000.00	INK, Black for Epson L15150		
2	20	bottle	₱ 15,800.00	INK, Magenta for Epson L15150		
3	20	bottle	₱ 15,800.00	INK, Cyan for Epson L15150		
4	20	bottle	₱ 15,800.00	INK, Yellow for Epson L15150		
5	15	bottle	₱ 7,800.00	INK, Black for Epson L6270		
6	12	bottle	₱ 3,960.00	INK, Magenta for Epson L6270		
7	12	bottle	₱ 3,960.00	INK, Cyan for Epson L6270		
8	12	bottle	₱ 3,960.00	INK, Yellow for Epson L6270		
9	330	ream	₱ 66,000.00	PAPER, Multicopy, A4, 80 gsm		
10	200	ream	₱ 42,000.00	PAPER, Multicopy, Legal 80gsm		
11	1000	piece	₱ 1,500.00	MASK, Surgical grade 3-ply		
12	120	piece	₱ 7,200.00	CORRECTION TAPE (minimum of 10 meters length)		
13	144	piece	₱ 11,520.00	PEN, Sign Pen Black, 0.5mm with rubber grip and metal hook		
14	100	pack	₱ 18,000.00	SIGN HERE, Flag Sticker 44x25 mm, 100 sheets per pack		
15	110	bottle	₱ 7,700.00	ALCOHOL, ethyl, 68%-70%, scented, 500ML (-5ml)		
16	20	gallon	₱ 7,200.00	ALCOHOL, ethyl, 68%-70%, scented, 1 gallon (-5ml)		

17	50	ream	₱ 9,000.00	MAGAZINE FILE BOX, Horizontal, Legal (Blue)		
18	50	piece	₱ 750.00	STENO NOTEBOOK, Spiral, 40 leaves		
19	15	piece	₱ 2,175.00	DUCT TAPE 25m		
20	40	piece	₱ 2,400.00	STICKER PAPER, A4 MATTE		
21	30	can	₱ 8,400.00	AIR FRESHENER, aerosol type, min.300ml Clean and refreshing scent Shelf Life: Must have a shelf life of at least twenty-four (24) months from the date of manufacture but not less than eighteen (18) months from the date of delivery.		
22	30	can	₱ 10,500.00	DISINFECTANT SPRAY, aerosol type, 400-500 grams Clean and refreshing scent With indications for the proper waste disposal and the recyclability of the container.		
23	6	box	₱ 4,500.00	ENVELOPE, EXPANDING, KRAFTBOARD,for legal size doc, 100 pieces per box		
24	100	pack	₱ 11,000.00	BATTERY, AA (2pcs/pack)		
25	100	pack	₱ 11,000.00	BATTERY, AAA (2pcs/pack)		
Total ABC (Per Item)			**₱ 312,925.00**	**TOTAL Amount : (Per Item Purchase):**		
Delivery Instructions:				*Deliver within 10-15 Calendar Days upon 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 : _____