

REQUEST FOR QUOTATION

Procurement of Various Office Supplies for the Philippine Competition Commission

P.R. No./Date Received: **2023-05-0095 / 16 May 2023**

RFQ/P No. / Date: **2023-05-0082 / 26 May 2023**

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/Proposal:

- Mayor's/Business Permit / BIR Certificate of Registration in case of individual.
- PhilGEPS Registration Number

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 procurementunit@phcc.gov.ph or rvillanueva@phcc.gov.ph on or before **1 June 2023 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**.
10. Please note that the **award of the procurement is on a per item basis**.

Very truly yours,



ATTY. JOSEPH MELVIN B. BASAS
PBAC Chairperson

Item	QTY	Unit	ABC	Description	Brand	Unit Cost (PhP)	Total Amount (PhP)
					(To be filled-out by the supplier)		
1	2000	piece	₱ 4,000.00	MASK, Surgical (3-ply)			
2	300	piece	₱ 4,500.00	MASK, KN95			
3	480	piece	₱ 31,200.00	SIGNPEN, 0.5mm Extra fine ballpoint w/ rubber grip and metal hook BLACK			
4	480	piece	₱ 31,200.00	SIGNPEN, 0.5mm Extra fine ballpoint w/ rubber grip and metal hook BLUE			
5	480	piece	₱ 33,600.00	SIGNPEN, 1mm Extra fine ballpoint w/ rubber grip and metal hook BLACK			
6	480	piece	₱ 37,920.00	SIGNPEN, 1mm Extra fine ballpoint w/ rubber grip and metal hook BLUE			
7	120	piece	₱ 5,400.00	CLEARBOOK, A4, 20 Transparent Pocket			
8	120	piece	₱ 6,000.00	CLEARBOOK, Legal, 20 Transparent Pocket			
9	240	box	₱ 3,600.00	CLIP, BACKFOLD, 19MM, 12 pieces per box			
10	240	box	₱ 4,800.00	CLIP, BACKFOLD, 25MM, 12 pieces per box			
11	10	box	₱ 7,500.00	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc, 100 pieces per box			
12	50	pack	₱ 3,500.00	PAPER, Photo High Glossy A4 230gsm			
13	250	ream	₱ 57,500.00	PAPER, Multicopy, A4, 80 gsm			
14	100	pack	₱ 6,000.00	STICKER PAPER, MATTE			
15	60	piece	₱ 3,600.00	FOAM TYPE DOUBLE SIDED TAPE 1"			
16	120	piece	₱ 3,000.00	TAPE, PACKAGING, width: 48mm (±1mm)			
17	240	piece	₱ 3,600.00	TAPE, TRANSPARENT, width: 24mm (±1mm)			
18	5	box	₱ 5,000.00	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm), 100 pieces per box			
19	500	piece	₱ 2,000.00	FOLDER L-Type, Plastic A4 Size, Clear/Transparent			
20	500	piece	₱ 2,500.00	FOLDER L-Type, Plastic Legal Size, Clear/Transparent			
21	10	ream	₱ 2,500.00	MOROCCO BINDING COVER, A4 (Blue) 50pcs/pack			
22	150	piece	₱ 2,250.00	NOTEBOOK, Stenographer			

23	60	piece	P	900.00	RULER, Plastic 12"			
24	600	piece	P	48,000.00	STORAGE FILE BOX, Brown (12"Hx16"W) (Box Kraft w/ Lid)			
25	60	pack	P	1,800.00	VELLUM BOARD, A4			
26	20	ream	P	10,000.00	PVC BINDING COVER, A4			
27	100	can	P	15,000.00	DISINFECTANT SPRAY, aerosol type, 400-550 grams			
28	100	can	P	9,000.00	AIR FRESHENER			
29	20	piece	P	16,800.00	EPSON T04D100 Ink Maintenance Box			
30	150	pad	P	8,250.00	NOTE PAD, stick on, (3" x 3") min			
31	150	pad	P	6,000.00	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min			
32	150	pad	P	9,750.00	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min			
33	20	bottle	P	6,000.00	INK, Cartridge for EPSON L6170, Yellowa			
34	20	bottle	P	6,000.00	INK, Cartridge for EPSON L6170, Magenta			
35	20	bottle	P	6,000.00	INK, Cartridge for EPSON L6170, Cyan			
36	50	bottle	P	22,500.00	INK, Cartridge for EPSON L6170, Black			
Total ABC			P	427,170.00	TOTAL Amount (Per Item purchase):			
					Award of the procurement is on a per item basis			
Delivery Instructions:					<i>within 7 Working Days upon receipt of Purchase Order</i>			

(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 : _____



Signature: 

Email: rroira@phcc.gov.ph