

**REQUEST FOR QUOTATION**
**Procurement of Various Office Supplies for the Philippine Competition Commission**

 P.R. No./Date Received: **2023-08-0159 / 31 August 2023**

 RFO/P No. / Date: **2023-09-0152 / 11 September 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 [procurement@phcc.gov.ph](mailto:procurement@phcc.gov.ph) or [mrfajutnao@phcc.gov.ph](mailto:mrfajutnao@phcc.gov.ph) on or before **15 September 2023, 10:00AM** 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	ABC	ITEMS (PCC may require sample pictures for the offered brand/model)	Unit Price	Total Amount
				(To be filled-out by the supplier)	
1	500	P 100,000.00	PAPER, Multicopy, A4, 80 gsm		
2	200	P 14,000.00	TAPE, masking, 24mm		
3	400	P 8,800.00	STATIONERY TAPE, transparent, 24mm		
4	100	P 3,000.00	STATIONERY TAPE, transparent, 48mm		
5	200	P 6,000.00	CORRECTION TAPE, 10M		
6	50	P 15,000.00	CALCULATOR, compact desk type, 12 digits		
7	50	P 6,000.00	PENCIL, lead, with eraser		
8	20	P 8,400.00	PVC BINDING COVER, A4 transparent		
9	50	P 12,500.00	3.0 FLASH DRIVE, 16 GB Capacity, 1 piece in individual blister pack		
10	60	P 900.00	ERASER, FELT, for blackboard/whiteboard		
11	60	P 10,200.00	PUNCHER, paper, heavy duty, with adjustable paper guide and lock		
12	5	P 2,000.00	PAPER, Multi-purpose A3, 80gsm		
13	100	P 3,000.00	VELLUM BOARD, A4 180gsm (Cream White)		
14	80	P 4,000.00	MAGAZINE FILE BOX, large (Blue)		
15	60	P 19,200.00	FOLDER with Tab, A4, 100piece per pack (Cream)		
16	50	P 9,000.00	RECORD BOOK, 300 pages, hard bound, 11x8.5in		
17	50	P 9,000.00	RECORD BOOK, 500 pages, hard bound, 11x8.5in		
18	60	P 7,200.00	TOILET TISSUE PAPER, 3 ply, 12 rolls per pack		
19	300	P 24,000.00	STORAGE FILE BOX, Brown (12"Hx16"W) (Box Kraft w/ Lid)		
20	50	P 5,500.00	FASTENER, metall, 4.5" (50pcs per box)		
21	15	P 4,500.00	INK, Cartridge for EPSON L6170, Yellow		
22	15	P 4,500.00	INK, Cartridge for EPSON L6170, Magenta		
23	15	P 4,500.00	INK, Cartridge for EPSON L6170, Cyan		
24	10	P 4,500.00	INK, Cartridge for EPSON L6170, Black		
<b>Total ABC</b>		<b>P 285,700.00</b>	<b>TOTAL Amount: (Per Item purchase):</b>		
<b>Delivery Instructions:</b>			<i>(Deliver within 10 Calendar Days after receipt of the 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 : \_\_\_\_\_

