

REQUEST FOR QUOTATION

Procurement of Various Office Supplies for the Philippine Competition Commission

P.R. No./Date Received: **2024-01-0037 / 29 January 2024**

RFQ/P No. / Date: **2024-02-0036 / 05 February 2024**

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 Certificate of Registration in case of individual.
- PhilGEPS Registration Number

This pro-forma quotation may be 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 **12 February 2024, 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. The award of the procurement shall be on a **per item** basis.

Very truly yours,


ATTY. JOSEPH MELVIN B. BASAS
 PBAC Chairperson

Item	QTY	ABC	ITEMS <i>(PCC may require sample pictures for the offered brand/model)</i>	Unit Price	Total Amount
				<i>(To be filled-out by the supplier)</i>	
1	60	₱ 1,800.00	ERASER, FELT, for blackboard/whiteboard		
2	100	₱ 22,000.00	PAPER, Multicopy, Legal 80 gsm		
3	1000	₱ 220,000.00	PAPER, Multicopy A4, 80gsm		
4	50	₱ 10,000.00	PAPER, Multicopy Letter size 80gsm		
5	480	₱ 31,200.00	SIGNPEN, 0.5mm Extra fine ballpoint w/ rubber grip and metal hook BLACK		
6	480	₱ 31,200.00	SIGNPEN, 0.5mm Extra fine ballpoint w/ rubber grip and metal hook BLUE		
7	240	₱ 12,000.00	MARKER, Whiteboard, Fine Tip BLACK		
8	240	₱ 12,000.00	MARKER, Whiteboard, Fine Tip BLUE		
9	500	₱ 10,000.00	FOLDER, Pressboard Expanding, Legal Size, White		
10	50	₱ 25,000.00	FOLDER with Tab, A4, 100piece per pack (Cream)		
11	150	₱ 4,500.00	PAPER CLIP, 33mm		
12	120	₱ 7,200.00	CLIP, BACKFOLD, 2", 12 pieces per box		
13	120	₱ 4,800.00	FASTENER, plastic		
14	300	₱ 18,000.00	SIGN HERE, Flag Sticker, 44x25mm, 100 sheets per pack		
15	60	₱ 6,000.00	MAGAZINE FILE BOX, large (Blue)		

16	60	₱	3,000.00	STICKER PAPER, MATTE		
17	50	₱	5,000.00	STAPLER, STANDARD 26/6		
18	100	₱	5,000.00	STAPLE WIRE, STANDARD 26/6		
19	60	₱	1,200.00	TAPE, PACKAGING, width: 48mm (±1mm)		
20	50	₱	1,000.00	TAPE, MASKING, width: 48mm (±1mm)		
21	100	₱	2,500.00	STATIONERY TAPE, transparent, 24mm		
22	3000	₱	3,000.00	MASK, Surgical grade 3-ply		
23	2000	₱	10,000.00	MASK, KN95		
24	80	₱	10,400.00	TOILET TISSUE PAPER, 3 ply, 12 rolls per pack		
25	100	₱	15,000.00	DISINFECTANT SPRAY, aerosol type, 400-550 grams		
26	3	₱	2,400.00	NUMPAD, USB Wired 18 Low-Profile Keys Numeric Numpad Rating: 5 V / 100 mA System Requirements : Windows XP / Vista / 7 / 8 / 8.1 / 10		
27	10	₱	11,000.00	Extension Cord, 6-gang with switch, Length: 5M		
28	200	₱	10,000.00	CORRECTION TAPE, (minimum of 10 meters length)		
Total ABC		₱	495,200.00	TOTAL Amount: (Per Item purchase):		
Delivery Instructions:				<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 : _____



Signature: 

Email: rroira@phcc.gov.ph