

REQUEST FOR QUOTATION

Procurement of Various Office Supplies for the Philippine Competition Commission

P.R. No./Date Received: **2024-08-0167 / 13 August 2024**

RFQ/P No. / Date: **2024-08-0180 / 29 August 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 **September 3, 2024, 2:00PM** 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 **Request For Quotation**
10. The award of the procurement shall be on a **per item** basis.

Very truly yours,

[confidential]

DIR. JESON Q. DE LA TORRE
PBAC Chairperson

[confidential]

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	100	₱ 8,500.00	SCISSORS, symmetrical/asymmetrical, blade length: 65mm min		
2	60	₱ 4,056.00	INDEX TAB, self-adhesive, transparent		
3	180	₱ 25,200.00	TOILET TISSUE PAPER, 3 ply, 12 rolls per pack		
4	60	₱ 7,800.00	ARCH FILE FOLDER, Horizontal 3" Black		
5	180	₱ 2,880.00	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)		
6	180	₱ 4,320.00	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)		
7	180	₱ 5,760.00	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)		
8	120	₱ 3,600.00	TAPE, double sided		
9	60	₱ 2,100.00	CUTTER KNIFE, for general purpose		
10	100	₱ 1,500.00	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves		
11	120	₱ 3,600.00	VELLUM PAPER A4 120gsm, White		
12	60	₱ 5,700.00	FASTENER, Metal		
13	200	₱ 22,000.00	BATTERY, dry cell, AAA 2's per pack		
14	200	₱ 22,000.00	BATTERY, dry Cell, size AA 2's per pack		
15	90	₱ 9,000.00	MAGAZINE FILE BOX, Horizontal, Legal (Blue)		

16	100	₱ 22,000.00	PAPER, Multicopy, Legal 80 gsm		
17	250	₱ 55,000.00	PAPER, Multicopy A4, 80gsm		
18	2000	₱ 2,000.00	MASK, Surgical grade 3-ply		
19	480	₱ 7,200.00	BALLPEN, Black 0.5mm		
20	480	₱ 7,200.00	BALLPEN, Blue 0.5mm		
21	180	₱ 9,000.00	NOTE PAD, stick on, 3" x 3"		
22	180	₱ 7,200.00	NOTE PAD, stick on, 2" x 3"		
23	20	₱ 5,700.00	MOROCCO BINDING COVER, A4 Blue		
24	240	₱ 14,400.00	SIGN PEN Black, 0.5mm with rubber grip and metal hook		
25	100	₱ 35,000.00	DISINFECTANT SPRAY, aerosol type, 400-550 grams		
26	25	₱ 37,500.00	MAINTENANCE BOX for Epson L6170 Printer		
27	25	₱ 11,250.00	INK, Black for Epson L6170		
28	25	₱ 7,375.00	INK, Magenta for Epson L6170		
29	25	₱ 7,375.00	INK, Cyan for Epson L6170		
30	25	₱ 7,375.00	INK, Yellow for Epson L6170		
31	25	₱ 3,625.00	DUCT TAPE 25m		
32	40	₱ 12,800.00	DATING AND STAMPING MACHINE, Self-Inking		
Total ABC		₱ 380,016.00	TOTAL Amount: (Per Item purchase):		
Delivery Instructions:		<i>(Deliver within 10-15 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