

REQUEST FOR QUOTATION

Company Name \_\_\_\_\_  
 Company Address \_\_\_\_\_  
 Contact No. \_\_\_\_\_  
 PhilGEPS Certificate No. \_\_\_\_\_

P.R. No. NF 2403-0234,  
 Date: April 4, 2024,  
 MOP: WORLD BANK - SHOPPING,  
 TIN: \_\_\_\_\_

Please quote your lowest government price for the following item(s) specified below. Check/tick the "COMPLY" box if bidder complies with the specifications. A quotation containing unchecked/unticked "COMPLY" boxes would be automatically rated as "FAILED".

ITEM NO.	QTY.	UNIT	ITEM DESCRIPTION AND SPECIFICATIONS	Kindly CHECK to signify compliance to the specs.	UNIT COST	TOTAL COST
			<b>SUPPLIES FOR THE CONDUCT OF OPERATIONS AND MAINTENANCE TRAINING FOR MULTI-STAKEHOLDERS INSPECTORATE TEAM (MSIT)</b>			
	18	box	Ballpen (ballpoint pen, 0.5 mm, black, 12 pcs per box).			
	13	piece	Signpen (liquid or gel, 0.3 mm, black, needle tip).			
	194	piece	Notebook (steno, 40 leaves, high quality).			
	60	piece	Marker (permanent, bullet type, black)			
	10	piece	Marker (Whiteboard, Black).			
	200	piece	Envelope (Expanding, Kraft).			
	15	roll	Tape, masking, 48 mm.			
	6	roll	TAPE, transparent, 24 mm.			
	4	roll	TAPE, transparent, 48 mm.			
	3	box	Pencil (#2, lead, with eraser, 12 pcs/box).			
	4	piece	Cutter/Utility Knife (big, metal case, for general purpose).			
	4	piece	Paper puncher (heavy duty, 2hole punch, with removable tray and sliding adjustment).			
	8	piece	Scissors (symmetrical or asymmetrical, general purpose, heavy duty).			
	4	box	Parchment paper (A4, 100 sheets per box).			
	3	piece	Stapler (standard type, heavy duty, 50 sheets capacity, with staple wire remover).			
	200	piece	Manila Paper.			
	200	piece	ID Holder with cord (clear, plastic, landscape).			
	5	box	Staple Wire (Heavy duty, No. 23/13).			
	7	pack	Colored Paper (Short 250s 80gsm, Assorted Colors).			
	16	piece	Highlighter (chisel tip, neon).			
	7	box	Paper Fastener (Plastic, 7 cm, 50 pcs/box).			
			<b>Page 1 of 1</b>			
			<b>Approved Budget for the Contract:</b>			<b>PHP 26,400.00</b>

**IMPORTANT REMINDERS:**

- Price quotation/s must be valid for a period of \_\_\_\_\_ days from the date of submission.
- DELIVERY PERIOD: 14 working days upon the receipt of Purchase Order.**
- PLACE OF DELIVERY: DSWD FO V, Rawis, Legazpi City.**
- The project shall be **AWARDED** as follows:  (a) as one contract \_\_\_\_\_ (b) separate contracts per lot \_\_\_\_\_ (c) separate contracts per item \_\_\_\_\_
- TERM OF PAYMENT: CHARGED ACCOUNT**, unless specified.
- LIQUIDATED DAMAGES: one percent (1%) of every day of delay of the cost of undelivered portion until such time completion and acceptance of delivery of goods or services has been made.** Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the DSWD FOV may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances.
- Required documents to submit:
  - PhilGEPS Certification Number
  - Valid Mayor's or Business Permit
  - Latest Income Tax Return
- As a condition for AWARD, you will be required to submit the following documents:
  - Omnibus Sworn Statement
  - \_\_\_\_\_
- For any clarifications, you may contact the BAC Secretariat through [fo5kcpurchase@gmail.com](mailto:fo5kcpurchase@gmail.com) or 0910-017-0818
- Submit your quotation duly signed by you or your duly authorized representative not later than the deadline on \_\_\_\_\_

**JUDEX DONNEL G. LLAMOSO**  
 BAC & Procurement Head

\_\_\_\_\_  
 Signature Over Printed Name of Convasser

\_\_\_\_\_  
 Signature Over Printed Name of Bidder