

REQUEST FOR QUOTATION



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF JUSTICE
NATIONAL PROSECUTION SERVICE
**OFFICE OF THE REGIONAL PROSECUTOR
REGION III**




Date: August 20, 2021
PR / RFQ No. : 2021-08-0005

Company Name : _____

Address: _____

Please quote your lowest price on the items / listed below, inclusive of tax, stating the shortest time of delivery and submit your quotations duly signed by your representative not later than **August 31, 2021 (Tuesday), 10:00 a.m.**


JOCELYN C. SAN PEDRO-MAAT
Sr. Assistant Regional Prosecutor &
Chairperson, BAC NPS Region III

Note/Terms :


1. All entries must be legibly written;
2. Delivery Period within _____ calendar days;
3. Warranty shall be for a period of six (6) months from date of acceptance;
4. Price validity shall be a period of thirty (30) calendar days;
5. All bids shall be considered as fixed prices and not subject to price escalation during purchase order/contract implementation;
6. A penalty of one-tenth of one percent (0.001) of the total cost of the undelivered items shall be imposed for every day of delay. The liquidated damages will be imposed until such items/goods are finally delivered and accepted by ORP-Region III;
7. Authority to deduct the amount equivalent to one percent (1%) of the total contract price as retention money, in lieu for the warranty security;
8. PhilGeps Registration Certificate, Valid Mayor's Permit, Income Tax Return and Omnibus Sworn Statement should be attached upon submission of the Quotation; and
9. Door to door delivery.

Item No.	Unit	Items and Description	Quantity	Unit Price	Total Amount
1	bottles	Alcohol, Ethyl/Isopropyl , 68-72%, 500 ml	970		
2	pieces	Ballpen, Black	600		
3	boxes	Carbon Paper - Legal	125		
4	pieces	Correction Tape, roller type, film based, usable length: 6m min.	250		
5	canister	Disinfectant Spray, aerosol type, 400-550 grams, can	250		
6	boxes	Envelope, Documentary, for legal size document, 500 pieces per box	100		
7	boxes	Envelope, Mailing, 500 pieces per box	95		
8	pieces	Face Shield	225		
9	pieces	Face Mask, surgical/disposable, 3-ply	6,000		
10	boxes	Fastener, Plastic	200		
11	packs	Folder, tagboard, legal, 100 pieces per pack	150		
12	bottles	Liquid Hand Soap, bottle, 225-250 ml.	200		
13	pieces	LED, Flourscent Tube, 18 watts, 600mm (2ft)	50		
14	pieces	LED, Flourscent Tube, 18 watts, 1200mm (4ft)	30		
15	pieces	LED Light Bulb, 6 watts	30		
16	pieces	Marker, Permanent, bullet type, Black	250		
17	pieces	Marker, Whiteboard, Black	25		
18	reams	Mimeo Paper, substance 18, whitewove, size: 210mm x 297mm (A4)	20		
19	reams	Mimeo Paper, Substance 18, Whitewove, size: 216mm x 330mm (Legal)	35		
20	pads	Notepad, Stick-on, 3X3, 100 sheets per pad	35		
21	pads	Pad Paper, ruled, size: legal, 90 sheets per pad	200		
22	boxes	Paper Clip, vinyl/plastic coat, length:50mm min (jumbo)	150		
23	boxes	Paper Clip, vinyl/plastic coat, length:32mm min (small)	75		

24	reams	Paper, Multicopy, 80gsm, size: 210mm x 297mm (A4)	500		
25	reams	Paper, Multicopy, 80gsm, size: 216mm x 330mm (Legal)	2,000		
26	boxes	Pencil, Lead with Eraser, 12 dozens per box	45		
27	books	Record Book, 500 PAGES, size: 214mm x 278mm min	100		
28	spool	Ribbon, for Manual Typewriter, In box, with each spool individually wrap	15		
29	pieces	Signpen, Black, liquid/gel ink, 0.5mm needle tip	100		
30	pieces	Signpen, Blue, liquid/gel ink, 0.5mm needle tip	100		
31	bottles	Stamp Pad Ink, Black, 50ml (min.)	20		
32	bottles	Stamp Pad Ink, Violet, 50ml (min.)	20		
33	pieces	Stamp Pad, Felt, bed dimension: 4in x 6in	8		
34	boxes	Staple Wire No. 35, Standard	150		
35	rolls	Tape, Packaging, width: 24mm (±1mm)	25		
36	rolls	Tape, Transparent, width: 24mm (±1mm)	25		
37	rolls	Tape, Transparent, width: 48mm (±1mm)	25		
38	packs	Tissue Paper, roll, 2 ply, 150 pulls, 12 rolls in a pack	300		
<i>- nothing follows -</i>					

After having carefully read and accepted your General Condition, I / We quote you on the item at prices noted above.

Canvassed by:


GILBERT C. GONZALES
 Administrative Aide VI
 Authorized Canvasser

 Printed Name / Signature

 Tel. No. / Cellphone No.

 TIN No. of Establishment

 Date