



**BIDS AND AWARDS COMMITTEE
(BAC II)**

REQUEST FOR QUOTATION

Project : Office Supplies **Date** : 11 May 2019
PR No. : 2019-03-0308 **Quotation No.** : 2019-05-0095
Approved Budget for the Contract : ONE HUNDRED THIRTY-FIVE THOUSAND TWO HUNDRED ELEVEN PESOS **Procurement Method** : Shopping (52.1 B)
(P 135,211.00)

Please quote your lowest price on the item/s listed below and submit filled out quotation duly signed by your representative not later than 15 May 2019 at 2:00 P.M at New Executive Bldg., JP Laurel St., San Miguel Manila, psu.pcoo@gmail.com

General Conditions:

1. Delivery period within 7 calendar days from receipt of the Purchase Order form.
2. Warranty shall be for a period of six (6) months for supplies and materials, one (1) year for equipment, from date of acceptance by PCOO.
3. Price validity shall be for a period of sixty (60) calendar days.
4. Price quotations shall be **INCLUSIVE OF ALL COSTS AND APPLICABLE TAXES.**
5. The supplier awarded with the contract shall submit the following updated documents prior to **payment**:

- Mayor's / Business Permit
- PhilGEPS Registration Number
- Income/Tax Return
- Omnibus Sworn Statement in accordance with **Section 25.3 of the 2016 Revised Implementing Rules and Regulations of the RA 9184** (it is advised that the Omnibus Sworn Statement be submitted after confirmation of contract/purchase order with PCOO to not burden other non-winning suppliers with notarization fee of the said statement)

Company Name : _____
Address : _____
Email : _____ **TIN No** : _____
Representative : _____ **Contact No.** : _____

Item No.		Qty	Unit	Unit Price	Total
1	Copy Paper, Letter Size, 80 GSM Size: 216 x 297 mm	75	Ream		
2	File Tab Divider, Colored, Made of special vellum Size: 216 x 297 mm	24	Ream		
3	Index Card, plain, 5x8, white	24	Pack		
4	Ink Cart, HP F6V26AA, HP680, Black	65	Cart		
5	Ink Cart, HP F6V27AA, HP680, Tricolor	57	Cart		



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6	Toner Cart, HP CF217A, HP17A, Black Laserjet	3	Cart		
7	Toner Cart, HP CF226A, HP26A, Black Laserjet	3	Cart		
				TOTAL:	P _____

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

Printed Name / Signature

Date