



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

**REQUEST FOR QUOTATION**

**Project** : Office Supplies **Date** : 20 June 2019  
**PR No.** : 2019-03-0308 & **Quotation No.** : 2019-05-0095a  
2019-02-0167  
**Approved Budget for the Contract** : ONE HUNDRED FIFTY **Procurement Method** : Shopping (52.1 B)  
THREE THOUSAND FIVE  
HUNDRED EIGHTY SIX  
PESOS  
(P 153,586.00)

Please quote your lowest price on the item/s listed below and submit filled out quotation duly signed by your representative not later than 26 June 2019 at 2:00 P.M at New Executive Bldg., JP Laurel St., San Miguel Manila, [psu.pcoo@gmail.com](mailto: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	<b>Copy Paper, Letter Size, 80 GSM Size: 216 x 297 mm</b>	150	Ream		
2	<b>File Tab Divider, Colored, Made of special vellum Size: 216 x 297 mm</b>	24	Ream		
3	<b>Index Card, plain, 5x8, white</b>	24	Pack		
4	<b>Ink Cart, HP F6V26AA, HP680, Black</b>	65	Cart		
5	<b>Ink Cart, HP F6V27AA, HP680, Tricolor</b>	57	Cart		



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6	<b>Toner Cart, HP CF217A, HP17A, Black Laserjet</b>	3	Cart		
7	<b>Toner Cart, HP CF226A, HP26A, Black Laserjet</b>	3	Cart		
				<b>TOTAL:</b>	<b>P_____</b>

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

\_\_\_\_\_  
Printed Name / Signature

\_\_\_\_\_  
Date