

**REQUEST FOR QUOTATION**  
**Procurement of PCC Office Supplies**

P.R. No./Date Received: **2022-03-0051 / March 9, 2022**

RFQ/P No. / Date: **2022-03-0049 / March 16, 2022**

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 **Terms of Reference / Technical Specifications Sheet** 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/Proposal:**

- Mayor's/Business Permit / BIR Certificate of Registration in case of individual.
- PhilGEPS Registration Number

This pro-forma quotation maybe 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](mailto:procurement@phcc.gov.ph) or [bageslani@phcc.gov.ph](mailto:bageslani@phcc.gov.ph) on or before **March 25, 2022, 05:00PM** 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 **Terms of Reference / Technical Specifications Sheet**.

Very truly yours,

  
**ATTY. JOSEPH MELVIN B. BASAS**  
PBAC Chairperson

Item	QTY	ABC	Technical Specifications	Brand/Model	Unit Price	Total Amount	
				(To be filled-up by the supplier)			
1	3000	P12,000.00	Surgical Face Mask Non-Woven Disposable w/ Earloop, 3 ply				
2	10	P2,800.00	MOROCCO BINDING COVER, A4 (Blue) 50pcs/pack				
3	10	P600.00	CLIP, BACKFOLD, 2", 12 pieces per box				
4	40	P4,000.00	Magazine File Box, blue				
5	50	P15,000.00	GLUE, multi-purpose, safe and non-toxic PVA based synthetic glue, minimum of 200g				
6	150	P2,250.00	Stenographer Notebook				
7	360	P16,200.00	NOTEPAD, STICK-ON, 2X3, 100 sheets per pad				
8	360	P21,600.00	NOTEPAD, STICK-ON, 3X3, 100 sheets per pad				
9	300	P22,500.00	NOTEPAD, STICK-ON, 3X4, 100 sheets per pad				
10	360	P28,800.00	NOTEPAD, STICK-ON, page markers, 14x50mm, 100 sheets per pad. 5 pads per set				
11	20	P4,000.00	Paper, Multicopy Letter size 80gsm				
12	200	P42,000.00	Paper, Multicopy, A4 size 80gsm				
13	100	P24,000.00	Paper, Multicopy, legal size 80gsm				
14	100	P12,000.00	TOILET TISSUE PAPER, 3-ply, Eco-Friendly (12rolls/pack)				
15	240	P9,600.00	MARKER, Permanent, fine bullet type, black				
16	240	P9,600.00	MARKER, Permanent, fine bullet type, blue				
17	240	P9,600.00	WHITEBOARD MARKER, broad type, black				
18	240	P9,600.00	WHITEBOARD MARKER, broad type, blue				
19	100	P3,000.00	TAPE, transparent 24mm				
20	300	P51,000.00	BOX, Storage File Box, Brown (12"H x 16"W)				
21	100	P20,000.00	Disinfectant Spray Aerosol Type, Environmental Friendly and Chemical Free 400-500 grams				
22	100	P2,500.00	Battery dry cell (AAA) 2pcs/pack, 1,100 mAh to 0.8 volts (Rated capacity at 25 mA continuous at 21 deg C)				
23	10	P1,700.00	PAPER FASTENER, long, size 8 1/2, plastic, 50sets per box				
24	480	P21,600.00	SIGN PEN, liquid or gel ink, 0.5mm needle tip, with rubber grip and metal clip, black				
25	480	P21,600.00	SIGN PEN, liquid or gel ink, 0.5mm needle tip, with rubber grip and metal clip, blue				
26	480	P21,600.00	SIGN PEN, liquid or gel ink, 0.5mm needle tip, with rubber grip and metal clip, red				
27	480	P7,200.00	BALLPEN, 0.5mm tip smooth-writing ballpoint pen, dry ink, black				
28	480	P7,200.00	BALLPEN, 0.5mm tip smooth-writing ballpoint pen, dry ink, blue				
29	480	P7,200.00	BALLPEN, 0.5mm tip smooth-writing ballpoint pen, dry ink, red				
30	20	P5,400.00	CALCULATOR, SIMPLE				
Total Lot ABC		P416,150.00	<b>TOTAL Amount: (Per Item Purchase)</b>				
Delivery Instructions:			<i>To be delivered/performed within ten (10) Calendar Days upon receipt of Purchase Order / Contract.</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.

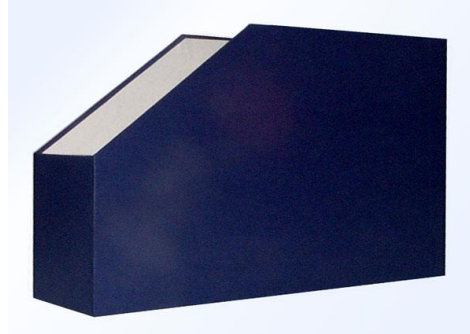
Until a Purchase/Job Order or a Contract is prepared and executed, this Quotation/Proposal shall be binding upon us. We understand that you are not bound to accept the

Signature over Printed Name : \_\_\_\_\_  
Designation/Position : \_\_\_\_\_  
Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Telephone / Fax : \_\_\_\_\_  
E-mail Address: \_\_\_\_\_  
Company Tax Identification Number : \_\_\_\_\_



## SAMPLE PICTURES & SPECIFICATIONS

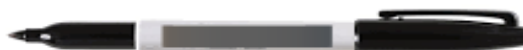
- **MAGAZINE FILE BOX (blue)**



- **NOTEPAD, STICK-ON, page markers, 14x50mm, 100 sheets per pad, 5 pads per set**



- **PERMANENT MARKER, fine bullet type, black and blue**



- **WHITEBOARD MARKER, broad type, black**



- **PAPER FASTENER, long, size 8 1/2, plastic, 50sets per box**



- **SIGN PEN, liquid or gel ink, 0.5mm needle tip, with rubber grip and metal clip, black**



- **BALLPEN, 0.5mm tip smooth-writing ballpoint pen, black, blue and red**

