

**REQUEST FOR QUOTATION**

**PROCUREMENT OF 2-MONTH OFFICE SUPPLIES FOR THE PHILIPPINE COMPETITION COMMISSION**

P.R. No./Date Received: **2022-08-0148 / 09 August 2022**

RFQ/P No. / Date: **2022-08-0137 / 31 August 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 Technical Specifications 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 may be 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** or **mrfajutnao@phcc.gov.ph** on or before **05 September 2022, 3:00PM** 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. Salient provisions of the RIRR of RA 9184: Section 68 - Liquidated Damages and Section 69 - Imposition of Administrative Penalties shall be observed.
6. 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 RIRR.
7. In case of tie quotations, suppliers' presence are required during tie breaking through draw lots or toss coin.
8. In case supplier pro forma quotation is submitted, conditions will be governed by the submitted signed Request for Quotation.

Very truly yours,

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

| Item                          | QTY  | ABC                 | Technical Specifications   | Unit Price                        | Total Amount |
|-------------------------------|------|---------------------|--|-----------------------------------|--------------|
|                               |      |                     |  | (To be filled-up by the supplier) |              |
| 1                             | 100  | ₱6,000.00           | CLIP, BACKFOLD, 2", 12 pieces per box  |                                   |              |
| 2                             | 100  | ₱1,800.00           | GLUE STICK 7.08g   |                                   |              |
| 3                             | 250  | ₱36,250.00          | POST IT, Tape Flag   |                                   |              |
| 4                             | 250  | ₱36,250.00          | SIGN HERE, Flag Sticker  |                                   |              |
| 5                             | 20   | ₱1,100.00           | STICKER PAPER, MATTE A4  |                                   |              |
| 6                             | 60   | ₱9,300.00           | INSECTICIDE, multi-insect killer, aerosol type, CFC Free                                   |                                   |              |
| 7                             | 50   | ₱2,750.00           | PUMP BOTTLES, 500ml  |                                   |              |
| 8                             | 3000 | ₱6,000.00           | Face Mask, Butterfly style, Non-Woven Disposable w/ Earloop 50pcs/box                      |                                   |              |
| 9                             | 60   | ₱1,500.00           | Packaging Tape 48mm  |                                   |              |
| 10                            | 30   | ₱1,380.00           | FILE BOX Magazine  |                                   |              |
| 11                            | 200  | ₱22,000.00          | ARCH FILE FOLDER, Vertical, 2 holes, 3in width   |                                   |              |
| 12                            | 500  | ₱7,500.00           | BALLPEN, black   |                                   |              |
| 13                            | 50   | ₱25,000.00          | DATER, Self-Inking, S-300  |                                   |              |
| 14                            | 60   | ₱1,920.00           | FASTENER, Plastic  |                                   |              |
| 15                            | 20   | ₱8,760.00           | EPSON T04D100 Ink Maintenance Box  |                                   |              |
| 16                            | 5    | ₱5,240.00           | FOLDER, PRESSBOARD, size: 242mm x 369mm (-5mm), Heavy-Duty Paper Board, 100 pieces per box |                                   |              |
| <b>TOTAL</b>                  |      | <b>₱ 172,750.00</b> | <b>Total Amount (per item purchase)</b>  |                                   |              |
| <b>Delivery Instructions:</b> |      |                     | <i>To be delivered within 15-20 Calendar Days upon receipt of the Purchase Order</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 lowest or any Proposal you may receive.

Signature over Printed Name : \_\_\_\_\_

Designation/Position : \_\_\_\_\_

Name of Company : \_\_\_\_\_

Address : \_\_\_\_\_

Telephone / Fax : \_\_\_\_\_

E-mail Address : \_\_\_\_\_

Company Tax Identification Number : \_\_\_\_\_

