

Procurement of Office Supplies for PCC

P.R. No./Date Received: **2020-12-0143 / December 09, 2020**

RFQ/P No. / Date: **2020-12-0151 / December 17, 2020**

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
- 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** or **bagelani@phcc.gov.ph** on or before **December 22 2020, 1:00PM** 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,

(Originally signed)

ATTY. JOSEPH MELVIN BASAS
PBAC Chairman

Item	QTY	ABC	Technical Specifications	Brand/Model	Unit Price	Total Amount
				(To be filled-up by the supplier)		
1	50	P 6,000.00	STORAGE FILE BOX for Legal size documents, with Lid, Brown			
2	10	P 4,000.00	MOROCCO BINDING COVER, A4 (Blue) 50pcs/pack			
3	360	P 28,800.00	Sign Pen Black, Liquid/Gel 0.5mm needle tip With Rubber Grip and Metal Clip			
4	360	P 28,800.00	Sign Pen Blue, Liquid/Gel 0.5mm needle tip With Rubber Grip and Metal Clip			
5	50	P 4,500.00	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min			
6	50	P 5,000.00	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min			
7	50	P 900.00	RULER, PLASTIC, 12", 1 piece in individual plastic			
8	50	P 2,500.00	STICKER PAPER, MATTE (10pcs/pack)			
9	50	P 1,500.00	TAPE, PACKAGING, width: 48mm (±1mm)			
10	50	P 17,500.00	FLASH DRIVE, 16 GB capacity, 1 piece in individual blister pack			
11	20	P 4,000.00	FLASH DRIVE, 8 GB capacity, 1 piece in individual blister pack			
12	100	P 20,000.00	PAPER Multicopy, Legal 80 gsm			
13	400	P 120,000.00	PAPER Multicopy, A4 80 gsm			
14	10	P 5,000.00	PVC BINDING COVER, A4			
15	200	P 2,000.00	FOLDER L-Type, Plastic A4 Size, clear (50/pack)			
16	400	P 20,000.00	ALCOHOL, ethyl, 68%-70%, scented, 500ml			
17	30	P 13,500.00	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)			
Nothing Follows						
Total Lot ABC		P 284,000.00	TOTAL Amount: (Per Item Purchase)			
Delivery Instructions:		To be delivered/performed within Fifteen (7) Business Days upon receipt of Purchase Order / Contract.				

(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 : _____

