

PROCUREMENT OF PCC OFFICE SUPPLIES & MATERIALS (NON-PS)

P.R. No./Date Received: 201909-0222 / 25 September 2019

RFQ/P No. / Date: 201909-0202 / 30 September 2019

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
- Signed Terms of Reference / Technical Specifications Sheet (if applicable)

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 mrfajutnao@phcc.gov.ph on or before **7 October 2019, 12:00PM** 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	360	P 5,400.00	BALLPEN, Ordinary, Black			
2	360	P 5,400.00	BALLPEN, Ordinary, Blue			
3	420	P 25,200.00	SIGNPEN, Black, Liquid/Gel, 0.5mm Needle Tip			
4	420	P 25,200.00	SIGNPEN, Blue, Liquid/Gel, 0.5mm Needle Tip			
5	420	P 25,200.00	SIGNPEN, Red, Liquid/Gel, 0.5mm Needle Tip			
<i>(Please see attached sample Picture & Specifications for Sign Pen)</i>						
6	240	P 7,200.00	WHITEBOARD MARKER, Black, Fine Point			
7	240	P 7,200.00	WHITEBOARD MARKER, Blue, Fine Point			
8	240	P 7,200.00	WHITEBOARD MARKER, Red, Fine Point			
9	200	P 33,000.00	ARCHFILE FOLDER, A4 Vertical Black, 3-inch width 2-holes			
10	200	P 33,000.00	ARCHFILE FOLDER, Legal Horizontal Black, 3-inch width 2-holes			
11	240	P 43,200.00	SIGN HERE TAPE FLAG			
12	240	P 36,000.00	TAPE FLAG, Assorted Colors			
13	75	P 12,000.00	COPY PAPER, Legal 80gsm			
14	100	P 6,000.00	STICKER PAPER, A4 Matte			
15	100	P 6,000.00	TAPE, Double Sided			
16	100	P 4,000.00	RING BINDER, Plastic 25mm, Black			
17	100	P 3,000.00	RING BINDER, Plastic 20mm, Black			

18	100	₱ 2,000.00	RING BINDER, Plastic 12mm, Black		
			(Please see attached Technical Specifications / Sample Pictures)		
Total ABC		₱ 286,200.00	TOTAL Amount: (Per Item Purchase)		
Delivery Instructions:		<i>To be delivered/performed within Thirty (30) Business 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 lowest

Signature over Printed Name : _____

Designation/Position : _____

Name of Company : _____

Address : _____

Telephone / Fax : _____

E-mail Address: _____

Company Tax Identification Number : _____



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SAMPLE PICTURES

- **SIGN PEN**



INK COLOR: Black, Blue, Red

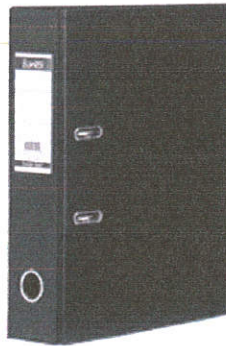
TYPE: Liquid / Gel

NEEDLE: 0.5mm Needle Tip

With Rubber Grip

With Metal Clip

- **ARCH FILE FOLDER, VERTICAL A4 BLACK 3-INCH 2-HOLES**



- **ARCH FILE FOLDER, HORIZONTAL A4 BLACK 3-INCH 2-HOLES**

