

REQUEST FOR QUOTATION

 P.R. No/Date - 201811-0386, 0388, 0405 / November 28, 29, 2018

 RFQ No./Date: 201812-0272 / December 11, 2018
Sir / Madam:

Please quote your lowest price/s for the item/s listed below including the total amount in legible style (preferably typewritten) and return this duly signed by the company/ authorized signatory/ies to the General Services Division, Administrative Office c/o Mr. Jeson Q. de la Torre, 2/F Floor of the above address or e-mail to procurement@phcc.gov.ph on or before **17 December 2018, 12NN.**

Your participation to this bidding shall be subject to the requirements as identified below:

- PhilGEPS Registration Number.
- Mayor's/Business Permit / BIR Certificate of Registration in case of individual.
- Latest Income/Business Tax Return.
- Professional License/Curriculum Vitae.
- Omnibus Sworn Statement.
- Signed Terms of Reference.
- Proposal must be inclusive of all applicable government taxes and subject to 5% R-VAT and 1% (PO) or 2% (JO) deductions
- Bids must be submitted using this form. Supplemental information using your company stationery may be attached to reflect the complete specification of bid e.g., brand name, model, pictures/brochures/literature, menu, etc.
- Bids should not exceed the Approved Budget for the Contract (ABC) in the total amount of P66,900.00
- Award shall be made by lot (please bid for all items to avoid disqualification of bid) or
- Award shall be made by line item.
- Bids should be valid for a **minimum of one (1) month** from deadline of submission of bids as indicated above
- Procured items shall be delivered to PCC Office
- Payment terms: Send Bill arrangement
- Refusal to sign and accept an Award/Purchase Order/Job Order or enter into contract without justifiable reason, maybe ground for imposition of administrative sanctions under Rule XXIII of the Revised IRR of RA 9184.

In case you do not receive any communication from PCC 3 days/months from the deadline indicated above, it will mean that the award was not made in your favor. With the end in view of obtaining the contract most advantageous to the government, PCC reserves the right to: 1) accept or reject any or all the quotations/bids; 2) award the contract on a per item/lot basis; and 3) to annul the bidding process and to reject all quotations/bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

For clarifications, please contact PCC-ALO-GSD - c/o Mr. Jeson Q. de la Torre, in the above address/telephone numbers.

Very truly yours,


JESON Q. DE LA TORRE
 PBAC Head Secretariat

Item No.	QTY	UNIT	ITEM/DESCRIPTION	TOTAL BUDGET PER LINE ITEM	BRAND/MODEL		UNIT PRICE	TOTAL (PhP)
					(To be filled-up by the supplier)			
1	1	piece	Self-Inking Dater Stamp: RECEIVED (Approx. Plate Size: 60x33mm)	P2,200.00				
2	1	piece	Self-Inking Stamp: CERTIFIED TRUE COPY (Approx. Plate Size: 60x33mm)	P2,000.00				
3	1	piece	Wooden Rubber Stamp: APPROVED/DISAPPROVED (Approx. Plate Size: 60x33mm)	P1,000.00				
4	5	piece	Self-Inking Regular Stamp (Various Names)	P1,000.00				
5	4	piece	Self-Inking Mini Dater Stamp	P700.00				
<i>(Please see attached lay-out for items 1-5)</i>								
5	3	piece	In and Out Document Steel Tray, 3-tier, Black	P1,000.00				
7	1	piece	Whiteboard 4x6in	P3,500.00				
8	1	piece	Corkboard 4x6in	P2,500.00				
9	1	unit	Air Humidifier	P2,000.00				
10	2	piece	Fragrance for Air Humidifier	P1,000.00				
11	2	piece	Ink for Stamp, Black	P50.00				
12	1	piece	Ink for Stamp, Red	P50.00				
13	3	piece	Self-Inking Regular Stamp (Various Names)	P700.00				
14	1	piece	Self-Inking Dater Stamp: RECEIVED	P3,500.00				
15	10	piece	Book Ends, Metal, Black	P350.00				

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16	10	piece	Certificate Frames, A5, Black	P250.00		
17	20	piece	Certificate Frames, A4, Black	P350.00		
18	10	piece	Certificate Holders, A5, Black	P200.00		
19	20	piece	Certificate Holders, A4, Black	P250.00		
20	5	piece	Desk Tray, 3-layer Metal, Black	P500.00		
21	5	piece	Desk Organizer (for pens, clips, business cards etc.)	P500.00		
22	3	piece	Laptop Stand, Metal, Black	P1,500.00		
			<i>(Please see attached lay-out and sample pictures for items 13-22)</i>			
16	3	pack	Battery, AA 4/pack	P300.00		
17	3	pack	Battery, AAA 4/pack	P500.00		
26	25	piece	3-ring Data Folder, A4 width: 1.5in, Blue with Plastic Cover	P200.00		
			xxxxxxxxxxxxxNOTHING FOLLOWSxxxxxxxxxxxxx			
This procurement shall be subject to the salient provisions of the IRR of RA 9184 - Liquidated Damages - Section 68 and the delivery schedule shall be completed within 5 calendar days from the receipt of the Purchase Order.						
						TOTAL:

(Bidders , please provide complete information below)

Posted on _____

Farmed-out _____

Retrieved on _____

Signature : _____

Name/Designation : _____

Name of Company : _____

Address : _____

Telephone/Fax : _____

E-mail Address: _____

TIN : _____

FOR ITEMS 1 - 5

- Self-inking Regular Rubber Stamp (4 pieces)

KENNETH V. TANATE, PhD
Executive Director

Arial, Bold, size 12

Arial, size 12

JIMI RAMBO R. ARRANCHADO
Executive Assistant III

JOHN HUBERT M. GUAMOS
Executive Assistant II

ANNA DOMINIQUE M. FRANCISCO
Private Secretary I

- Wooden Regular Rubber Stamp

APPROVED/DISAPPROVED

By: _____

Arial, Bold, All Caps, size 10

Arial, size 10

- Self-inking Regular Rubber Stamp

Philippine Competition Commission

CERTIFIED TRUE COPY

Arial, size 10

Arial, size 16, Bold

Bold

- Self-inking Mini Dater Rubber Stamp

NOV 27 2018

- Self-inking Dater Rubber Stamp (Received)

RECEIVED
NOV 19 2018

BY:.....

FOR ITEMS 13 & 14

SELF-INKING STAMPS (1 piece each)

- 1 JOHANNES R. BERNABE (Calibri, 9)
- 2 PAOLO LORENZO TEJANO (Calibri, 9)
- 3 GRETCHEN M. IGNACIO (Calibri, 9)

RECEIVED (Cooper Black, 18)

Date (Calibri Body, 11)

4

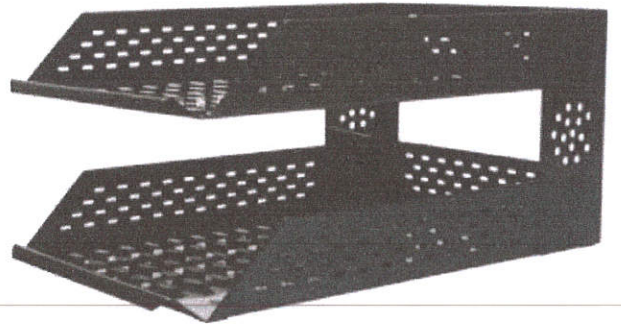
By: _____ (Calibri Body, 10)



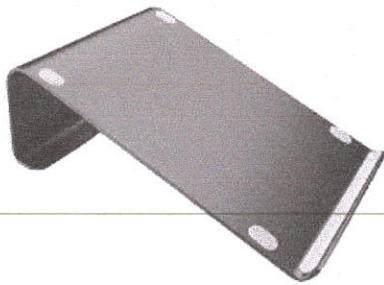
FOR ITEMS 15 - 22



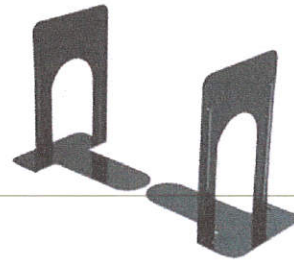
Desk organizer sample (metal, black) or anything similar
(for pens, clips, business cards etc.)



Desk Tray
(3-layer, metal, black)



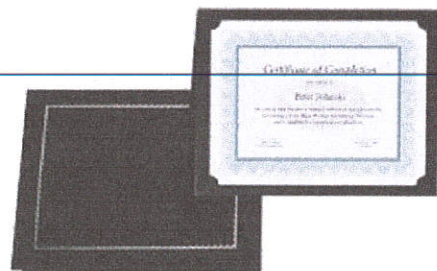
Laptop Stand (metal, black)



Book ends (heavy duty, metal, black)



Certificate Frames (A5 & A4, Black)



Certificate Holders (A5 & A4, Black)