

REQUEST FOR QUOTATION**QUOTATION NO: 1220000457****DATE: 24-MAR-2017****GENTLEMEN:**

We are in the market for the following items. If you are interested and in a position to furnish the same, we shall be glad to have your best prices, terms and condition of delivery submitted not later than **31-MAR-17/1:00PM**

Extended until 07-Apr-17 5:00pm

Item No.	Item Description	QTY	UNIT	UNIT PRICE			TOTAL AMOUNT
				BASE	VAT	TOTAL	
OFS00001	Ballpen, Black	60	PCS				
CLS00025	Trash bag, transparent, xl, PE	300	PCS				
OFS00004	Pen Sign, Black, My-Gel	12	PCS				
OFS00006	Pen Sign, Blue, My-Gel	20	PCS				
OFS00007	Pen Sign, Blue Refill, My-Gel	60	PCS				
OFS00008	Pen Sign, Green, My-Gel	10	PCS				
OFS00026	Binder Ring 1-1/2", white	20	PCS				
OFS00027	Binder Ring 3/4", white	28	PCS				
OFS00062	CD Rewritable disk, Blank Fullmark, with case	50	PCS				
OFS00079	Binding Cover A4 Blue, morocco, 2 pcs./set	100	SET				
OFS00081	Binding Cover A4 White, morocco, 2 pcs./set	100	SET				
OFS00088	Folder Divider, A4 White, with tab, 5 pcs./set	125	SET				
OFS00089	Folder Divider, A4 Yellow, with tab, 5 pcs./set	300	SET				
OFS00098	Sticker Label, A4, matte	50	PCS				
OFS00127	Paper Bond 11" x 15", substance 20	2	RMS				
CLS00006	Detergent Bar	60	PCS				
CLS0024	Trash bag, black, small	200	PCS				
OFS00002	Ballpen, Blue	60	PCS				

Budget: P20,000.00 VAT Inclusive

For more information, please contact

Please submit your open/sealed proposal address to:**Dennis Abellanosa Japson**

Asst. Department Head, HRAD-1

Fax No. 893-4758

TERMS OF PAYMENT : 15 days upon acceptance of delivery

DELIVERY Terms : 3-5 working days upon receipt of P.O.

Within three (3) calendar days from receipt by the bidder of the notice that the bidder has the Lowest Calculated Bid, the bidder shall submit the following documentary requirements:

1. Mayor's/Business Permit Certificate of Business Name
2. PhilGEPS Registration Number
3. Income/Business Tax Return
4. Omnibus Sworn Statement (Notarized)
5. BIR Certificate of Registration
6. Professional License/Curriculum Vitae (Consulting Services)
7. PCAB License (Infrastructure Projects)

IMPORTANT

Submit your quotation signed by the Owner/GM/President/key official in envelope closed and pasted and addressed to the Department Head of the General Services Department, 17Floor Citibank Tower, Valero Street, Makati City.

Prices should be typewritten in ink, clearly and without erasures in your official stationery with the above said breakdown in prices. When offering substitute or equivalent brand, specify the brand and make. The envelope submitted which contains the quotation should indicate the number of the quotation, date and time of opening. We shall have the option to place our order in reply to your offer within fifteen (15) working days and after the lapse of the said period, you may consider our right to purchase as null and void. Only bids submitted on or before the time and date specified with prices therein quoted, without blots or erasures shall be considered.

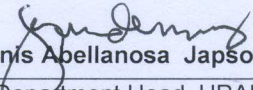
If awarded and you fail to comply with your delivery commitment, or if the items that you shall deliver are not in accordance with your offer and shall be rejected by the end user, award shall be given to the next lower bidder and/or the bid bond, if any, shall be confiscated.

Name of Firm

Address

Tel. No.

Very truly yours,


Dennis Abellanosa Japson

Asst. Department Head, HRAD-1
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