

**REQUEST FOR QUOTATION
ALTERNATIVE METHOD OF PROCUREMENT**

Sir/Madam:

Please give your quotation at Government price on the following articles/materials urgently needed to be purchased.

ITEM #	QTY.	UNIT	DESCRIPTION OF ARTICLES	UNIT COST	TOTAL COST	PRICE OFFER
1	50	rls	Adhesive Tape- 2 inch, transparent for office, 12mm x 30m	80.00	4,000.00	
2	500	pcs	Battery - AAA, Heavy Duty	40.00	20,000.00	
3	300	pcs	Battery - C, Heavy Duty	65.00	19,500.00	
4	300	pcs	Battery- CR2032, 3V, heavy duty, lithium	85.00	25,500.00	
5	50	pcs	Cartolina- red color	12.00	600.00	
6	50	pcs	Cartolina- green color	12.00	600.00	
7	50	pcs	Cartolina- pink color	12.00	600.00	
8	50	pcs	Cartolina- white color	12.00	600.00	
9	50	pcs	Cartolina- orange color	12.00	600.00	
10	50	pcs	Cartolina- violet color	12.00	600.00	
11	50	bot	Epson Ink- Continuous Ink Refill-#664, Black	300.00	15,000.00	
12	50	bot	Epson Ink- Continuous Ink Refill-#664, Cyan	300.00	15,000.00	
13	50	bot	Epson Ink- Continuous Ink Refill-#664, Magenta	300.00	15,000.00	
14	50	bot	Epson Ink- Continuous Ink Refill-#664, Yellow	300.00	15,000.00	
15	20	pcs	File Folder- for size A4 and Legal, durable, with clip and lock	400.00	8,000.00	
16	120	pcs	Logbook - 500 leaves, Dimension are 7 (w) x 11 (l)	100.00	12,000.00	
17	2	unit	Paper Cutter-Wood base, 10x12 cutting surface, paper adjuster included, auto paper pressing bar. Paper size indicator	1,000.00	2,000.00	
				TOTAL:	154,600.00	
REQUIREMENTS: IN THREE (3) SEPARATE SEALED ENVELOP						
1. Price Quotation						
2. PHILGEPS Certificate (CERTIFIED TRUE COPY with NAME and SIGNATURE)						
3. Mayors Permit (CERTIFIED TRUE COPY with NAME and SIGNATURE)						
4. SEC/DTI Registration (CERTIFIED TRUE COPY with NAME and SIGNATURE)						
5. Business/Income Tax Return (CERTIFIED TRUE COPY with NAME and SIGNATURE)						
6. NOTARIZED Omnibus Sworn Statement						
SUBMISSION: August 12, 2020. 10am at Procurement Department						
VAT Inclusive :				0.00		

Important:

- This is an emergency purchase and all items/materials listed must be delivered within seven (7) working days after the receipt of the approved PURCHASE ORDER.
- A winning dealer who fails to make delivery of the items being purchased within specified date, whether in whole or in part, SHALL BE CONSIDERED A DEFAULTING BIDDER and shall therefore be subjected to OPEN MARKET of the items/materials NOT DELIVERED and the DIFFERENCE IN PRICE to be charged against said defaulting bidder.
- The Government reserves the right to reject any or all bids or quotations, without thereby incurring any liability, and make no assurance that a contract shall be entered into as a result of the canvass.

CERTIFIED TRUE COPY
Procurement Department
FREDERICK VILLAS

Name of Company: _____

Address: _____

Telephone #: _____

Authorized Representative: _____

[Signature]
DOMINICK M. DIAZ, MGM
Head, Procurement Department
[Signature]
MITCHELLE M. IGAWAT
Canvasser

Note: Kindly send us your quotation with Requirements in Hard Copy