



**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	500	ream	PAPER, Multi-Purpose, A4, 70 gsm	129.00	64,500.00	
2	300	ream	PAPER, multi-purpose, legal, 70gsm	139.00	41,700.00	
3	500	ream	PAPER, MULTICOPY, A4, 80 gsm	135.00	67,500.00	
4	300	ream	PAPER, MULTICOPY, Legal, 80gsm	140.00	42,000.00	
5	30	pc	PENCIL SHARPENER, manual, single cutter head	87.20	2,616.00	
6	50	pc	PUNCHER, paper, heavy duty	91.35	4,567.50	
7	100	pair	SCISSORS, symmetrical	15.60	1,560.00	
8	30	pc	STAPLE REMOVER, plier type	18.19	545.70	
9	30	pc	TAPE DISPENSER, table top	55.83	1,674.90	
10	100	pc	CALCULATOR, compact	85.20	8,520.00	
11	200	cart	INK CART, EPSON C13T664100 (T6641), Black	275.00	55,000.00	
12	100	cart	INK CART, EPSON C13T664200 (T6642), Cyan	275.00	27,500.00	
13	100	cart	INK CART, EPSON C13T664300 (T6643), Magenta	275.00	27,500.00	
14	100	cart	INK CART, EPSON C13T664400 (T6644), Yellow	275.00	27,500.00	
15	10	cart	Ink Cartridge, HP F6V26AA (HP680) Tri-color	405.60	4,056.00	
16	30	cart	Ink Cartridge, HP F6V27AA (HP680) Black	405.60	12,168.00	
17	60	cart	TONER CART, HP CE285A (HP85A), Black	2,953.00	177,180.00	
18	80	pc	ERASER, plastic/rubber	4.42	353.60	
19	300	pc	SIGN PEN, black	34.61	10,383.00	
20	150	pc	SIGN PEN, blue	34.61	5,191.50	
21	20	box	Ribbon for Typewriter	40.00	800.00	
22	1000	pc	Data Folder	65.00	65,000.00	
				TOTAL:	647,816.20	
			REQUIREMENTS: (3 SETS IN 3 ENVELOPE EACH)			
			1. PhilGeps Certificate (Platinum) (certified true copy)			
			2. Registration Certificate (SEC/DTI) (certified true copy)			
			3. MAYOR'S / BUSINESS PERMIT (certified true copy)			
			4. INCOME BUSINESS TAX RETURN (certified true copy)			
			5. OMNIBUS SWORN STATEMENT (NOTARIZED)			
			6. DATE OF SUBMISSION ON Nov. 16, 2020 at 10:00 am @ PROCUREMENT DEPT.			
			NOTE: CTC INDICATING COMPANY NAME, NAME OF REPRESENTATIVE, DESIGNATION & SIGNATURE			
			VAT Inclusive :			

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.

Name of Company: _____

Address: _____

Telephone #: _____

Authorized Representative: _____

Note: Kindly Fax the Quotation at 711-6973

DOMINICK M. DIAZ, MGM
Head, Procurement Department

CARL MELWIN T. GALIN
Canvasser