



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	ream	Copy and Multipurpose Paper Sub 20, 500 pcs/ream A4 Size, 8.3 x 11", ultra white	250.00	12,500.00	
2	20	ream	Copy and Multipurpose Paper Sub 20, 500 pcs/ream Legal Size, ultra white, Size, 8.5 x 14"	250.00	5,000.00	
3	20	ream	Copy and Multipurpose Paper Sub 20, 500 pcs/ream Long Size, ultra white, Size, 8.5 x 13"	250.00	5,000.00	
4	35	pc	Cryopen/Permanent Marker Black only, fine point	100.00	3,500.00	
5	5	box	Fastener, plastic	60.00	300.00	
6	10	box	Balpen, black, 10pcs/box	100.00	1,000.00	
7	93	pc	Long Folder, expandable, white	25.00	2,325.00	
8	20	pc	Long Folder, White	20.00	400.00	
9	15	pc	Short, Folder White	15.00	225.00	
10	90	roll	Packing Tape, 3 inch size	100.00	9,000.00	
11	10	box	Paper Clips, big	40.00	400.00	
12	10	box	Paper Clips, small	35.00	350.00	
13	20	box	Staple Wire 26/6 standard staples, No. 35 Galvanized chisel pointed, 5000 pcs/box	50.00	1,000.00	
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				TOTAL:	41,000.00	
			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 Dec. 03, 2020 at 10:00 am @ PROCUREMENT DEPT.			
			NOTE: CTC INDICATING COMPANY NAME, NAME OF REPRESENTATIVE, DESIGNATION & SIGNATURE			
			VAT Inclusive :			

Important:

- 1 This is an emergency purchase and all items/materials listed must be delivered within seven (7) working days after the receipt of the
- 2 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
- 3 The Government reserves the right to reject any or all bids or quotations, without thereby incurring any liability, and make no assurance

Name of Company: _____

Address: _____

Telephone #: _____

Authorized Representative: _____

Note: Kindly fax the Quotation at /11-69/3

DOMINICK M. DIAZ MGM
Head, Procurement Department

CARL MELVIN T. GALIN
Canvasser