



Republic of the Philippines  
Province of Pampanga  
Bids and Awards Committee

Provincial Capitol, City of San Fernando, (P) / (045) 435-5122

AUG 30 2022

P.R. No./Date/End User: 22-3012 / 08-16-2022 / GO

RFQ No. 220616

Purpose: Consolidated Office Supplies to be used in the various POC activities of AFP for three (3) months.

REQUEST FOR QUOTATION  
(SHOPPING)

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Tel. No. : \_\_\_\_\_

Please quote your lowest price for the requirements listed hereunder subject to the Terms and Conditions stated below and submit to this Office duly signed by you or your representative not later than ~~4:00 p.m.~~ **SEP 05: 2022**

APPROVED BUDGET FOR  
THE CONTRACT (ABC):  
PhP 55,885.00

FRANCIS V. MASLOG  
Vice Chairperson *mas*  
Bids and Awards Committee

TERMS AND CONDITIONS:

- All quotations may be typewritten or handwritten, placed in a sealed envelope.
- All quotations shall be valid for one hundred twenty (120) calendar days from the deadline of the submission of the same.
- Any erasures or overwriting shall be valid only if they are signed or initialed by the supplier or its authorized representative.
- Interested suppliers are required to submit their valid current Mayor's Permit, PhilGEPS Registration Number. For new businesses, submit the BIR Certificate of Registration.
- The applicable rate for late deliveries is one tenth (1/10) of one percent (1%) of the cost of the unperformed portion for everyday of delay.
- The Provincial Government of Pampanga reserves the right to accept or reject any quotation, and to annul the procurement process and reject all quotations at any time prior to contract award, without thereby incurring any liability to the affected supplier/s.
- The PGP also reserves the right to waive any required formality in the proposals received, and select the proposal which it determine to be the most advantageous to the government.

Item No.	Quantity	Unit	Item Description	Unit Price	Total Price
1	5	pcs	<b>OHP Pen</b> Color: Black Tip Design: Bullet Tip Marker Type: Solvent Dye Based		
2	40	packs	<b>Laminating Film, 10's/pack</b> Size: A4		
3	40	packs	<b>Specialty Paper, 10's/pack</b> Size: A4, 200gsm		
4	10	packs	<b>Photo Paper, 10's/pack</b> Size: A4, Glossy		
5	170	pcs	<b>Ballpen</b> Color: Black, 0.5mm		
6	170	pcs	<b>Notebook Ordinary</b> At least 80 leaves		
7	50	reams	<b>Bondpaper, 70 gsm</b> Size: A4		
8	20	pcs	<b>Manila Paper</b> Size: 36" x 48"		
Continue next page ... page 1 of 2					

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Item No.	Quantity	Unit	Item Description	Unit Price	Total Price
			<b>Terms of Reference:</b>		
			1.Brand/Model/Type of the item/s being offered must be indicated in the quotation.		
			The procuring entity reserves the right to conduct product testing/inspection if necessary to determine the fitness of the item/s being offered by prospective supplier/s.		
			<b>After Sales Service:</b>		
			Replacement of defective items within 24 hours upon notification by the end-user.		
			<b>Schedule of Requirements</b>		
			Delivery within ten (10) days upon receipts of PO/NOA		
			x-x-x-x-x-x-x-x-x-x-x-x-x-x Page 2 of 2		
			<b>Total Lot Price</b>		

THE BIDS AWARDS COMMITTEE:

Having carefully read and accepted your Terms and Conditions, including the technical specifications, I/We offer to supply/deliver the item/s as noted above.

Supplier's authorized representative signature over printed name  
 Designation: \_\_\_\_\_  
 Contact No.: \_\_\_\_\_  
 Email Address.: \_\_\_\_\_

\_\_\_\_\_  
 BAC Canvasser

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