



November 18, 2022

Date

## REQUEST FOR QUOTATION SHOPPING

### INSTRUCTION:

1. Bidders are required to read the instructions and fill all the blanks properly, Prospective Bidders/Suppliers are required to use this official canvass form in accomplishing their bid proposals/quotation.
2. Any specifications other than those required/stated in this form shall not be considered in their evaluation of bid.
3. Quotation must be the lowest price(s), taxes included for the item(s) services listed hereunder including delivery charges.
4. Always indicate the brand name of the offered items (s) or product.
5. Price quotation(s) submitted shall be valid for ONE HUNDRED TWENTY DAYS (120) days reckoned from the deadline for submission of quotations.
6. Terms of payment-Thirty (30) days from delivery of items(s)
7. **Only sealed quotations shall be considered by BAC. The Bidders/Suppliers or Authorized Representative shall indicate on the envelope the RFQ Number and the company name of the bidder/supplier.**
8. Awarding shall be done by **LOT /CATEGORY** only.
9. Delivery and/or Installation Period: 15 calendar days upon receipt of Notice to Proceed

DEADLINE FOR SUBMISSION OF BIDS

November 23, 2022

4:00 PM

ASF 2023-

Date

Time

PR No. 01-020

End-user:

JANICE S. GARCIA, DVM

ABC: 300,000.00

| Qty. | Unit  | Item/Description  | ABC (PhP) | Offered brand | Unit price | Total cost |
|------|-------|---|-----------|---------------|------------|------------|
| 65   | ream  | Bond Paper, A4;60 ream  | 22,750.00 |               |            |            |
| 65   | ream  | Bond Paper, Legal;60 ream   | 24,700.00 |               |            |            |
| 150  | pcs   | Ballpen, fine point, Blue - 75 /red - 38/black-37                     | 7,500.00  |               |            |            |
| 50   | pcs   | Sign pen; 50 pcs  | 1,500.00  |               |            |            |
| 60   | pcs   | Brown Envelope, long  | 600.00    |               |            |            |
| 60   | pcs   | Brown Envelope, Short   | 480.00    |               |            |            |
| 15   | pcs   | Plastic envelope with handle, long, assorted colors; 15 pcs           | 900.00    |               |            |            |
| 15   | pcs   | Plastic envelope with handle, short, assorted colors; 15 pcs          | 825.00    |               |            |            |
| 35   | pcs   | Permanent Marker, color black   | 1,225.00  |               |            |            |
| 35   | pcs   | Permanent Marker, color blue  | 1,400.00  |               |            |            |
| 35   | pcs   | Permanent Marker, color red   | 2,000.00  |               |            |            |
| 50   | pcs   | Highlighter pen, assorted colors                                      | 1,250.00  |               |            |            |
| 10   | packs | Battery, AA; 10 packs   | 1,100.00  |               |            |            |
| 10   | packs | Battery, AAA; 10 packs  | 1,050.00  |               |            |            |
| 10   | pcs   | Correction tape   | 1,800.00  |               |            |            |
| 5    | packs | Sticker, A4; 5 packs  | 1,800.00  |               |            |            |
| 10   | packs | Sticker, Legal  | 2,000.00  |               |            |            |
| 2    | pcs   | Paper Cutter board, A4 with Paper Adjuster; 2 pcs                     | 1,160.00  |               |            |            |
| 2    | pcs   | Paper Shredder, 4x40mm cross-cut particles                            | 10,000.00 |               |            |            |
| 50   | pad   | Sticky notes pad multicolor 2" 3" 4"                                  | 3,250.00  |               |            |            |
| 10   | packs | Photopaper; 10 packs  | 2,200.00  |               |            |            |
| 30   | pcs   | Folder, A4, color white; 30 pcs                                       | 240.00    |               |            |            |
| 30   | pcs   | Folder, Legal color white; 30 pcs                                     | 240.00    |               |            |            |
| 10   | pcs   | Clip board, A4, assorted colors; 10 pcs                               | 150.00    |               |            |            |
| 10   | pcs   | Clip board, Legal, assorted colors; 10 pcs                            | 180.00    |               |            |            |
| 2    | pcs   | Label Maker, One-Touch Keys, Multiple Font Styles                     | 8,000.00  |               |            |            |
| 30   | packs | Plain Card stock 200gsm, A4, White                                    | 18,000.00 |               |            |            |
| 30   | packs | Glossy Card stock 200gsm, A3, White                                   | 19,500.00 |               |            |            |
| 30   | packs | Vellum board 200gsm, A4, White  | 7,500.00  |               |            |            |
| 30   | packs | Vellum board 200gsm, A3, White  | 6,000.00  |               |            |            |
| 15   | ream  | Light weight coated paper 60gsm, A4, White                            | 4,500.00  |               |            |            |
| 20   | packs | Inkjet Vinyl Sticker Paper, Glossy, A4                                | 6,000.00  |               |            |            |
| 20   | packs | Inkjet Vinyl Sticker Paper, Matte, A4                                 | 7,000.00  |               |            |            |
| 15   | pcs   | Extension cord, 5 socket, 5 meter, heavy duty                         | 30,000.00 |               |            |            |
| 10   | pcs   | Calculator, 12 digit, two-way power source (solar and cell,) standard | 3,000.00  |               |            |            |
| 10   | pcs   | Clipboard with cover, Long  | 1,500.00  |               |            |            |
| 20   | packs | Parchment Paper for certificate 80gsm, A4, Pale Cream                 | 8,000.00  |               |            |            |
| 20   | packs | Parchment Paper for certificate 80gsm, A4, White                      | 7,000.00  |               |            |            |
| 20   | packs | Board Paper 200gsm, A4, Pale Cream                                    | 5,000.00  |               |            |            |
| 20   | packs | Board Paper 200gsm, A4, White   | 6,000.00  |               |            |            |
| 50   | pcs   | Expanding Envelope with Garter, A4, assorted color                    | 12,500.00 |               |            |            |
| 50   | pcs   | Expanding Envelope with Garter, legal, assorted color                 | 15,000.00 |               |            |            |
| 25   | box   | Paper clips, size: 33mm   | 1,250.00  |               |            |            |
| 25   | box   | Paper clips, size: 50mm   | 2,500.00  |               |            |            |

|    |       |  |           |  |  |  |
|----|-------|--|-----------|--|--|--|
| 10 | box   | Colored white board markers, Blue, 10 pcs per box          | 700.00    |  |  |  |
| 10 | box   | Colored white board markers, Red, 10 pcs per box           | 600.00    |  |  |  |
| 10 | box   | Colored white board markers, Black, 10 pcs per box         | 500.00    |  |  |  |
| 10 | pcs   | Stapler  | 2,500.00  |  |  |  |
| 10 | box   | Staple wire  | 2,600.00  |  |  |  |
| 20 | pcs   | Staple Remover   | 1,800.00  |  |  |  |
| 10 | pcs   | Heavy-duty box cutter                                      | 4,500.00  |  |  |  |
| 3  | pcs   | Heavy-duty office paper cutter (Guillotine) , A3           | 19,500.00 |  |  |  |
| 5  | pcs   | Document Metal Tray Desk Organizer                         | 3,250.00  |  |  |  |
| 10 | pcs   | Stand File Box, Durable, Thick, and Big, Long-lasting file | 2,500.00  |  |  |  |
| 50 | rolls | Transparent/ clear tape 1"                                 | 1,000.00  |  |  |  |
| 40 | rolls | Masking/ paper tape 2"                                     | 2,000.00  |  |  |  |
|    |       |  |           |  |  |  |
|    |       |  |           |  |  |  |

**LOLITA M. JUMALON**

G-EPS Posted

**RENE C. SANTIAGO, DVM, MSc.**

Chair, Bids and Awards Committee

**CANVASSER'S CERTIFICATION**

This is to certify that I have full knowledge, authority and responsibility in distributing and/or collecting the Request for Quotation in accordance to the guidelines in securing prices for the Bureau of Animal Industry.

(Signature Over Printed Name)

Authorized Canvasser

The BAI Bids and Awards Committee (BAC)

Visayas Avenue, Diliman, Quezon City

Sir/Madam:

In connection with the above request, I/We hereby submit our quotation indicated above. I/We have carefully read and fully understand the minimum requirements and agree to furnish and/or effect delivery in conformity with specifications any or all said articles/services described above from receipt of Purchase Order.

Signature Over Printed Name

Name of Company

Tax Identification Number

Telephone Number(s)

Address

(To be filled by Supplier)  
Date accomplished

**Mandatory Requirements for submission:**

- |   |  |
|---|--|
| ✓ Mayor's Permit (Updated)                    | ✓ Income Tax Return (for ABCs above P500k)   |
| ✓ PhilGEPS Registration/Certificate (Updated) | ✓ Omnibus Sworn Statement (For ABCs above P50K) (Unnotarized OSS may be submitted provided that the notarized OSS shall be submitted prior to issuance of Notice of Award. |