



**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: 30 calendar days upon receipt of Notice to Proceed

DEADLINE FOR SUBMISSION OF BIDS

February 3, 2023

4:00 PM

Date

Time

PR No. AHWD-2023-01-011 End-user: LERMA V. PANGANIBAN ABC: 249,460.00

Qty.	Unit	Item/Description	ABC (PhP)	Offered brand	Unit price	Total cost
70	set	Marking pens (various types, paint size and color) permanent	29,050.00			
15	pcs	File Folder /Arch file with 50 pcs, filler, side clip 2 ring binder, A4 size, Polypropylene (PP) material. The spine is provided with finger ring and clear plastic pocket for label insert with Printer AWHD and BAI Logo. Color Green (See attached picture)	5,250.00			
15	pcs	File Folder /Arch file with 50 pcs, filter, side clip 2 ring binder, Legal size, Polypropylene (PP) material. The spine is provided with finger ring and clear plastic pocket for laber insert with Printed AWHD and BAI Logo. Color Green (see attached picture)	5,250.00			
32	pcs	Clear Folder	4,480.00			
30	pcs	Clear Sheet (A4)	2,550.00			
30	pcs	Clear Sheet (Legal size)	2,850.00			
30	pcs	Cartolina, assorted, 20 pcs/pack	6,600.00			
30	boxes	Official Record Book, 500 pages, 214mmx278mm, 5 pcs/box	18,000.00			
31	pcs	Sticky Notes, 3"x 3", 100 assorted colors	1,860.00			
30	pcs	Arrow Sticker Post it, 100's, assorted colors	2,400.00			
30	pcs	Sticky Notes, 3" x 4", 100s, assorted	2,790.00			
22	boxes	Bond paper, A4, 80gsm, 5 reams/box	34,100.00			
20	boxes	Bond Paper, Legal, 80gsm, 5 reams/box	34,300.00			
30	pack	Sticker Paper, A4, 10s/pack	1,350.00			
30	pack	Photo Pper, A4, 20s/pack	1,980.00			
10	pack	Manila Paper,10 sheet/pack	770.00			
30	boxes	Sign pen with cap, Black, 12pcs/box, 0.5mm tip size; 0.3mm writing with Liquid Ink Rollerball pen with ink regulator	11,700.00			
30	boxes	Sign pen with cap, Blue, 12pcs/box, 0.5mm tip size; 0.3mm writing with Liquid Ink Rollerball pen with ink regulator	11,700.00			
30	boxes	Ballpen, Retractable, Black, 50 pcs/box Gel Ink	15,000.00			
31	boxes	Ballpen, Retractable, Blue, 50 pcs/box Gel Ink	15,500.00			
30	boxes	Pencil Lead with Eraser, No. 2, 12 pcs/box, Eraser shall provide clean erasures	7,500.00			
1	boxes	Marker, Permanent, Fine tip, 20 pcs/box	1,200.00			
30	roll	Scotch Tape Clear, 1"	900.00			
30	roll	Scotch Tape Clear, 2"	1,650.00			
30	roll	Packaging Tape Brown, 2:	1,650.00			
30	roll	Marking Tape, 2"	2,430.00			
30	boxes	Binder Clip, 2 inches, Black, 12 pcs/box	1,050.00			

17	boxes	Binder Clip, 1 inch , Black, 12 pcs/box	510.00			
1	pc	Heavy Duty Stapler, # 23/24 - 24mm (210 sheets)	1,553.00			
15	boxes	Stapler wire for heavy duty stapler, # 23/24-24mm (210 sheets), 1000 pcs/box	5,055.00			
15	pc	Stapler, standard type, loading cap. 200 staples/min	4,500.00			
15	boxes	Staple wire, standard, No. 35, 26/6, 5000 pcs/box	825.00			
25	pcs	Cutter knife , Large , High quality	1,750.00			
10	boxes	Cutter blade, 100mm L, 16mm W, 0.40mm T, 10 pcs/tube, 20 tubes/box	446.00			
25	pcs	Stainless steel office scissor	2,500.00			
21	pcs	Puncher, heavy duty	4,200.00			
10	boxes	Plastic Fastener, 7 cm, 50 pcs per box	710.00			
10	boxes	Paper clip, 33mm, 50 gms	350.00			
5	boxes	Rubber Band, 70mm min lay flat length (#18), 350grm/box	1,300.00			
10	pcs	Double Adhesive Transparent Tape, 3M 18mm x 10m	1,820.00			
1	roll	Specialty Paper for certificates, 10pcs/pack 200 gsm, Pale Cream, A4	81.00			

LOLITA M. JUMALON
GEPS-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 within _____ working days 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. |