



August 10, 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

August 15, 2022

4:00 PM

ASF 2022-

Date

Time

PR No. 07-124

End-user:

JANICE S. GARCIA, DVM

ABC: 91,000.00

Qty.	Unit	Item/Description	ABC (PhP)	Offered brand	Unit price	Total cost
<b>Office Supplies</b>						
60	ream	Bond Paper, A4, 80 gsm, 500 sheet per ream	21,000.00			
60	ream	Bond Paper, Legal, 80 gsm, 500 sheet per ream	24,000.00			
30	pc	Ballpen, fine point, color-blue	450.00			
50	pc	Sign pen; 0.5mm tip size: 0.3mm writing width, color-blue	1,500.00			
30	pc	Brown envelope, Size: A4, color: brown, High Quality	240.00			
40	pc	Brown envelope, Size: Legal, color: brown, High Quality	280.00			
15	pc	Plastic envelope with handle, long, assorted colors	900.00			
15	pc	Plastic envelope with handle, short, assorted colors	825.00			
10	pc	Permanent marker, red	750.00			
10	pc	Highlighter pen, assorted colors	250.00			
10	pack	Battery, AA, 4 pcs/pack, long lasting power	1,100.00			
10	pack	Battery, AAA, 4 pcs/pack, long lasting power	1,050.00			
3	pc	Correction tape, refillable, tape width 5mm, 6m lng	545.00			
5	pack	Sticker, glossy A4, 10 pcs/pack	900.00			
5	pack	Sticker, Legal, glossy, 10 pcs/pack	1,000.00			
2	pc	Paper Cutter, A4 Paper Trimmer, Heavy Duty, Wood Base Photo Guillotine Craft Machine, 12 inch cut length, 10 sheets capacity (A4-white), 12 x 10 inches	1,160.00			
30	pc	Post-it Note Pad, 3 x 3 inches	1,950.00			
10	pack	Photopaper, A4 size, glossy	2,200.00			
30	pc	Folder, long, thick, white, size: A4	240.00			
30	pc	Folder, long, thick, white, size: legal	330.00			
10	pc	Clip board, A4, assorted colors	150.00			
10	pc	Clip board, legal, assorted colors	180.00			
<b>Various office supplies for IEC materials</b>						
5	pc	Scissors, heavy duty, Handle style: Ergonomic blade, Material: Stainless steel, Blade material: Stainless steel, 8 inches big, very sharp	1,250.00			
5	roll	Packaging tape, 2 inches x 100cm, transparent, clear packaging tape	2,000.00			
5	pc	Double-sided tape, adhesive tape, high viscosity, strong double-sided adhesive tape, white adhesive paper for two sides, medium	1,000.00			
8	pc	Glue, white, 225 gms, All Multi-purpose, strong	1,200.00			
8	pc	Masking tape, 48mm x 20 yards, max bond masking tape, leaves no adhesive residues or stain after use	1,200.00			
9	box	White board marker, set of 12 pcs/box, Black ink- 3 set, Blue ink- 3 set, Red ink - 3 set	3,600.00			
5	pc	Cutter, heavy duty, utility knife, Cutter blade width: 18mm, Length: 152mm/6" inch, lightweight and economical snap-off blade cutter	750.00			
5	pc	Metal ruler, 18 inches	750.00			
1	pc	Cutting mat, PVC self-Healing Sewing Pad, Double-sided Cameo Manual DIY Patchwork, Paper Craft size, Board Circuit Art Tool, Cutting mats, size: A3	2,800.00			
5	pc	Sketch pad, size: 9 x 12 inches in spiral binding with 50 sheets of the highest quality paper	950.00			
10	pc	Notebook Hardbound Colored Notebook with garter random colors, Paper weight: 80 gsm, Size: A5, 203 x 143mm	2,900.00			
8	pc	Eraser, rubber eraser, very efficient and firm hold, mini format, ideal for pencil cases-dust free function L- 6.1cm, W- 1.1cm, H-2.3cm	240.00			
3	pack	Pencil set of 12/box	900.00			
5	pack	A4 Vellum Board, color: cream, 220 gsm, 10 sheets, board paper	450.00			

1	pc	Laminating Machine, Hot and Cold A3 laminator, heavy duty, operate simply with Buzzer and LED indicator, maximum binding. Length- 300mm, working temperature: 140 + 10 degrees, Max Power, Consumption: 450W, power supply: 220V	2,900.00			
2	pack	Laminating film, A4 size, 220mm x 305mm, 125 micron, smooth texture, 100 sheet	960.00			
2	pc	Glue gun, heavy duty, 20W-40W, electric heating glue with on and off button	500.00			
3	pack	Glue stick, adhesive hot melt glue, sticks for glue gun, small, 12 pcs/pack	1,050.00			
2	pc	Puncher, heavy duty, large, double hole puncher with measurement, can punch up to 25 sheets	600.00			
2	pc	Heavy duty stapler, color: black, material: TPE + ABS handle, metal base, effortless structure, staple storage container include 23/6-23/23 staple, 100 pcs of staples	4,000.00			

**LOLITA M. JUMALON**

G-EPS Posted

**PAUL C. LIMSON, DVM**

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)

✓ PhilGEPS Registration/Certificate (Updated)

✓ Income Tax Return (for ABCs above P500k)

✓ 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.