



Republic of the Philippines  
Department of the Interior and Local Government  
**BUREAU OF FIRE PROTECTION**  
**NATIONAL HEADQUARTERS**



Project Reference Number : RFQ18-092  
Location of the Project : BUREAU OF FIRE PROTECTION - NATIONAL HEADQUARTERS  
Agham Rd., Bgry. Bagong Pag-asa, Diliman, Quezon City  
Standard Form Number : SF-GOOD-60  
Revised on : 24-May-18

**REQUEST FOR QUOTATION**

**PROCUREMENT OF ENVELOPE FOR LEAVE RECORD INDEX**

Please quote your lowest price on the items/s listed below, subject to the General Conditions on the last page starting the shortest time of delivery and submit your quotation duly signed by your representative not later than **01:00 PM 23 July 2018**. **LATE SUBMISSION WILL NOT BE ACCEPTED.**

Note:

1. **DELIVERY PERIOD: Please see below**
2. **DELIVERY LOCATION: Bureau of Fire Protection - National Headquarters, Agham Road, Brgy. Bagong Pag-asa, Quezon City**
3. **WARRANTY SHALL BE FOR A PERIOD OF SIX (6) MONTHS FOR SUPPLIES & MATERIALS, ONE (1) YEAR FOR EQUIPMENT FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY;**
4. **PRICE VALIDITY SHALL BE FOR A PERIOD OF ONE HUNDRED TWENTY (120) CALENDAR DAYS; AND**
5. **THE FOLLOWING DOCUMENTS SHALL BE ATTACHED TO THE DULY ACCOMPLISHED QUOTATION FORM TO WIT:**
  - a. **Mayor's / Business permit**
  - b. **Philgeps Registration Number**
  - c. **Omnibus Sworn Statement**

Item No.	DESCRIPTION	QTY		ABC UNIT PRICE	ABC TOTAL PRICE	UNIT PRICE	TOTAL PRICE
1	Procurement of Envelope for Leave Record Index	8600	pcs	8.60	73,960.00		
	<b>Specifications:</b>						
	-Size: Short (9" x 12")						
	-Color: White						
	-Thickness: 200 gsm						
	<b>Note:</b>						
	1. Sample is available at the Office of the DPRM, BFP-NHQ						
	2. Control Number will be coordinated with the end-user						
	<b>Mode of Procurement: NP-SVP</b>						
	<b>Date of Delivery /Completion/Service: 15 Calendar Days after receipt of Notice to Proceed</b>						
<b>GRAND TOTAL</b>					<b>73,960.00</b>		

(Total Amount in Words)

**The above quoted prices are inclusive of all cost and applicable taxes.**

Delivery Period \_\_\_\_\_  
Warranty \_\_\_\_\_  
Price Validity \_\_\_\_\_

After having carefully read and accepted your General Conditions, I/We quote you on the item at prices noted above.

\_\_\_\_\_  
Name and Signature of Authorize Representative

\_\_\_\_\_  
Company Name/Business name

\_\_\_\_\_  
Tel. No. / Cellphone No./ email address

\_\_\_\_\_  
Date