



Republic of the Philippines
 Department of the Interior and Local Government
BUREAU OF FIRE PROTECTION
NATIONAL HEADQUARTERS
 Agham Road, Sitio San Roque, Brgy. Bagong Pag-asa, Quezon City
 Telefax Number: 02-426-9537
 Email: bfpnhq_dl_smd@yahoo.com



Project Reference Number : **RFQ20-010**
 Location of the Project : BUREAU OF FIRE PROTECTION - NATIONAL HEADQUARTERS
 Agham Rd., Brgy. Bagong Pag-asa, Diliman, Quezon City
 Standard Form Number : SF-GOOD-60
 Revised on : 24-May-18

REQUEST FOR QUOTATION

PROCUREMENT OF OFFICE SUPPLIES

Please quote your lowest price on the items/s listed below, subject to the General Conditions below and submit the RFQ in a sealed envelope duly signed by your representative not later than **01:00PM 3 February 2020** at the Office of the BAC Secretariat, Directorate for Logistics, 5th Floor, BFP-NHQ, Agham Road, Brgy. Bagong Pag-Asa, Quezon City. **LATE SUBMISSION WILL NOT BE ACCEPTED.**

General Conditions:

1. **DATE OF DELIVERY: See Below**
2. **DELIVERY LOCATION: See Below**
3. WARRANTY SHALL BE FOR A PERIOD OF SIX (6) MONTHS FOR SUPPLIES & MATERIALS, ONE (1) YEAR FOR EQUIPMENT FROM DATE OF FINAL 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:
 (Requirements based on GPPB APPROVED RESOLUTION NO. 30-2017)
 - a. *Mayor's / Business Permit*
 - b. *PhilGEPS Registration Number*

Item No.	DESCRIPTION	QTY		ABC UNIT PRICE	ABC TOTAL PRICE	UNIT PRICE	TOTAL PRICE
PROCUREMENT OF OFFICE SUPPLIES							
1	Bond paper, 8.5" x 11", 80 gsm (short), 500 sheets per ream	10.00	ream	240.00	2,400.00		
2	Ballpen, black, 0.5 point	60.00	pcs	15.00	900.00		
3	Specialty paper, 220 gsm, pale cream, printer friendly, 8.5" x 11" (10's)	18.00	pack	80.00	1,440.00		
4	ID holder with tag Holder size: 11 x 7 cm / 4.3" x 2.8" (L x W) Fit Card: 8.7 x 6.3 cm / 3.4" x 2.5" (L x W) Strap Size: 90 x 0.9 cm / 35 2/5" x 0.4" (Grith x W)	60.00	pcs	20.00	1,200.00		
5	Manila Paper, 36" x 48"	14.00	pcs	15.00	210.00		
6	Pencil, lead with non-smudge eraser, wood cased	58.00	pcs	8.00	464.00		
7	Epson Original Ink set of 4 - T6641 (Black)	3.00	pcs	325.00	975.00		
8	Epson Original Ink set of 4 - T6642 (Cyan)	3.00	pcs	325.00	975.00		
9	Epson Original Ink set of 4 - T6643 (Magenta)	3.00	pcs	325.00	975.00		
10	Epson Original Ink set of 4 - T6644 (Yellow)	3.00	pcs	325.00	975.00		
11	Notebook, Springtype, 152 x 216 mm	58.00	pcs	25.00	1,450.00		
12	Staple Wire, standard (26/6)	2.00	box	100.00	200.00		
13	Stapler, Standard type, load cap: 200 staples min	2.00	pcs	300.00	600.00		
14	Tape, masking, width: 24mm	4.00	pcs	75.00	300.00		
15	Marken Pen, black, whiteboard	10.00	pcs	70.00	700.00		
16	Marken Pen, red, whiteboard	10.00	pcs	70.00	700.00		
17	Marken Pen, blue, whiteboard	10.00	pcs	70.00	700.00		
18	Marken Pen, black, permanent	10.00	pcs	70.00	700.00		
19	Marken Pen, red, permanent	10.00	pcs	70.00	700.00		
20	Marken Pen, blue, permanent	10.00	pcs	70.00	700.00		
21	Flipchart pads 90x60cm x 50 gsm	300.00	pcs	5.00	1,500.00		
22	Flipchart stand 95x60 cm with 3 legs	2.00	pcs	6,000.00	12,000.00		
23	Certificate Holder, black for 8.5" x 11" paper	80.00	pcs	40.00	3,200.00		

	Date of Delivery: 9 April 2020						
	Delivery Location: SPAS, BFP-NHQ Annex Building, Agham Rd., Brgy. Bagong Pag-asa, Quezon City						
	Mode of Procurement: NP-SVP						
GRAND TOTAL						33,964.00	

(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