



Republic of the Philippines
Department of National Defense
PHILIPPINE VETERANS AFFAIRS OFFICE
Veterans Compound
Camp General Emilio Aguinaldo, Quezon City

REQUEST FOR QUOTATION

The Philippine Veterans Affairs Office (PVAO), through its Bids and Awards Committee will undertake a Shopping for the **“Supply and Delivery of Common-use Office Supplies”** in accordance with Section 52.1(b) of the 2016 Revised IRR of RA 9184. The details of the project are as follows:

Project Title : Supply and Delivery of Common-use Office Supplies
ABC : Six Hundred Twenty-Nine Thousand Two Hundred Pesos (P 629,200.00)
Specifications : See the attached Price Quotation Form (*Annex “A”*)
Delivery Period : Within fifteen (15) calendar days upon receipt of the Notice to Proceed
Location : PVAO Main Office, Camp Gen. Emilio Aguinaldo, Quezon City

Submission of sealed **Price Quotation** (*using the prescribed form, Annex “A”*) and **Documentary Requirements** is on or before **5:00 PM of 16 August 2022** at the PVAO Bids and Awards Committee Secretariat, 2nd Floor Building No. 4 (Procurement Office), Philippine Veterans Affairs Office, Veterans Compound, Camp General Emilio Aguinaldo, Quezon City. Documentary Requirements shall include the following:

- a) Current Mayor’s/Business Permit; and
- b) PhilGEPS Registration Number.

Open submission may be done, manually and electronically thru procurement.service@pvao.gov.ph and/or thru facsimile no. 8912-4649.

The PVAO reserves the right to accept or reject any offer/quotation, to reject all offer/quotation at any time prior to contract award, to exclude any item or reduce the number of units and corresponding ABC as determined by PVAO and to award the contract to the bidder with the most advantageous offer, without thereby incurring any liability to the interested entities.

For inquiry, you may contact us at tel. no. 8912-4649.

BY THE AUTHORITY OF THE
PVAO BIDS AND AWARDS COMMITTEE:


ENGR. DIOMEDES C. PALOR
Head, BAC Secretariat

PRICE QUOTATION FORM

Date: _____

The Bids and Awards Committee
 Philippine Veterans Affairs Office
 PVAO Compound, Camp General Emilio Aguinaldo,
 Quezon City

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation for the **Supply and Delivery of Common-use Office Supplies**, as follows:

| Item No. | Item Description/Specifications | Qty. | Unit | Unit Price | Amount |
|----------|--|-------|------|------------|--------|
| 1 | Data File Box <ul style="list-style-type: none"> ▪ 125mm x 230mm x 400mm ▪ Made of chipboard with closed ends ▪ Spine is provided with finger ring and pocket for label insert ▪ Single, Horizontal ▪ Chipboard Thickness: 3mm (± 0.5) ▪ Color: 1,325pcs - Red, 125pcs - Blue | 1,450 | Pc. | | |
| 2 | Film Index, (Flag Tape) "Sign Here" Label <ul style="list-style-type: none"> ▪ Sheet Size: 25mm x 43 mm (± 1mm) ▪ 50sheets/pack | 500 | Pack | | |
| 3 | Folder, Filing, Kraft, Legal Size <ul style="list-style-type: none"> ▪ All Kraft Material, 18 pts. (No White Tab) ▪ 100pcs/ream | 125 | Ream | | |
| 4 | Folder with Tab, A4 Size <ul style="list-style-type: none"> ▪ 100pcs/ream ▪ Color: Brown (Outer) and White (Inner) ▪ Thickness: 0.40mm (± 0.05) | 100 | Ream | | |
| 5 | Folder, Fancy with Slide, A4 <ul style="list-style-type: none"> ▪ 225mm x 320mm (± 1) ▪ For A4 Size Documents ▪ Folder Thickness 0.24mm (± 0.02) ▪ With embossed border design on front cover ▪ Color: 200pcs - Green, 200pcs - Red, 200pcs - Blue | 600 | Pc. | | |
| 6 | Pressboard Folder, Legal Size <ul style="list-style-type: none"> ▪ Material: Heavy Duty Paper Board ▪ Thickness: 0.60mm (± 0.05) ▪ With accordion pleat ▪ Color: Green | 700 | Pc. | | |
| 7 | Multi-purpose Board, A4 Size, 120gsm <ul style="list-style-type: none"> ▪ 12 Sheets/pack ▪ Color: 100pcs - Green, 100pcs - Red, 100pcs - Yellow | 300 | Pack | | |
| 8 | Photo Paper, Glossy A4 Size <ul style="list-style-type: none"> ▪ Thickness: 210gsm ▪ 20pcs/pack | 50 | Pack | | |
| 9 | Conqueror Texture Laid Paper, A4 Size <ul style="list-style-type: none"> ▪ Thickness: 90gsm ▪ 10pcs/pack ▪ Color: Ivory | 100 | Pack | | |
| 10 | Ballpen, Retractable <ul style="list-style-type: none"> ▪ Ink: Oil Based Gel ▪ Line Weight: 0.7mm ▪ Color: 1,000pcs - Blue, 500pcs - Black | 1,500 | Pc. | | |

| | | | | | |
|---------------------|---|-----|------|--|--|
| 11 | Dater, Self-inking <ul style="list-style-type: none"> ▪ Text Size: 3mm ▪ Includes at least one inked pad (black/blue) ▪ Covers input for at least until year 2030 | 40 | Unit | | |
| 12 | Refill Ink for Self-Inking Stamps (28ml / bottle) <ul style="list-style-type: none"> ▪ Water based ink specifically for self-inking silicone stamps ▪ Color: 50btl. - Black, 50btl. - Blue | 100 | Btl. | | |
| 13 | Glue Stick <ul style="list-style-type: none"> ▪ All-purpose glue in handy twist-up applicator ▪ Net Weight: At least 6 grams ▪ Non-toxic, Acid Free | 300 | Pc. | | |
| 14 | Transparent Tape, 1in <ul style="list-style-type: none"> ▪ Width: 24mm (±1mm) ▪ Usable Length: At least 30m ▪ Color: Clear | 300 | Roll | | |
| 15 | Packaging Tape <ul style="list-style-type: none"> ▪ Width: 48mm (±1) ▪ Usable Length: 50m ▪ Color: Tan | 200 | Roll | | |
| 16 | Desk Tray, Metal <ul style="list-style-type: none"> ▪ Number of Layers: 3 ▪ Size: 27cm × 35cm × 28cm (±1.5) ▪ Paper tray type desk file organizer ▪ Color: Black | 20 | Set | | |
| 17 | Desk Tray, Plastic <ul style="list-style-type: none"> ▪ Number of Layers: 3 ▪ Size: 25cm × 33cm × 22cm (±1.5) ▪ Paper tray type desk file organizer ▪ Color: Black | 20 | Set | | |
| 18 | Binder Clip (Backfold Clip) 31.75mm (1 ¼ in) <ul style="list-style-type: none"> ▪ Material: All Metal ▪ 12pcs/box ▪ Color: Black | 100 | Box | | |
| 19 | Binder Clip (Backfold Clip) 25mm (1in) <ul style="list-style-type: none"> ▪ Material: All Metal ▪ 12pcs/box ▪ Color: Black | 300 | Box | | |
| 20 | Binder Clip (Backfold Clip) 19mm (3/4in) <ul style="list-style-type: none"> ▪ Material: All Metal ▪ 12pcs/box. ▪ Color: Black | 300 | Box | | |
| Total Amount | | | | | |

Note: Partial quotation is not allowed. Awarding shall be in a single lot basis.

(Amount in Words) _____

The above-quoted price is inclusive of all costs and applicable taxes.

SIGNATURE OVER PRINTED NAME
(Duly Authorized to sign the Bid)

BUSINESS ADDRESS

NAME OF COMPANY

TELEPHONE/FAX NO/EMAIL ADDRESS