

**BASES CONVERSION and DEVELOPMENT AUTHORITY**  
 2nd Floor Bonifacio Technology Center, Fort Bonifacio Taguig City  
 Tel. Nos. 8575-1784 / 82  
 fax # 575-17-85 or vmnatividad@bcda.gov.ph

**PRICE QUOTATION REQUEST**

(Company Name): \_\_\_\_\_

PR No. 0000687

1-Aug-24

Please quote your lowest price(s) using this form, or your letterhead. Also, take note of the following details:

- 1) Quotation/s shall address to the Head of Procurement . Please indicate Solicitation or Reference No.
- 2) Fax/Send to this office not later than 06 August 2024, 5:00 pm to 8575-1785
- 3) Quotation/s submitted later than above date shall not be accepted/considered.
- 4) The quotation/proposal shall not be considered unless it is properly signed by the authorized representative and/or immediated supervisor.

*BCDA reserves the right to accept or reject any or all of the quotations or to waive formally therein, or to accept quotation/s as may be considered most advantageous to the govt or to pursue appropriate legal action should the winning bidder refuse to accept the award without justifiable reason/s.*

  
**VICKY M. NATIVIDAD**  
 CANVASSEER

  
**ALMIRA S. CLARIANES**  
 CHIEF ADMINISTRATIVE OFFICER

TO: BCDA HEAD OF PROCUREMENT

Per request, below is/are the price(s) of the article(s)/service(s) as indicated under Unit Price:

ITEM	QTY	UNIT	ITEMS	BRAND / ORIGIN	UNIT PRICE	TOTAL AMT.
	400	PIECE	BALLPOINT, BLACK (Php 5,400.00 )			
	400	PIECE	BALLPOINT, BLUE (Php 5,400.00 )			
	200	PIECE	BALLPOINT, RED (Php 2,700.00 )			
	150	PACK2	BATTERY, DRY CELL, SIZE AA, 1.5V, 2PCS/PACK (Php 11,250.00 )			
	150	PACK2	BATTERY, DRY CELL, SIZE AAA, 1.5V, 2PCS/PACK (Php 9,000.00 )			
	80	SET3	MARKER, FLUORESCENT, 3COLORS/SET (Php 4,320.00 )			
	300	PAD	NOTEPAD, STICK-ON, 3X3, 100SHEETS/PAD (Php 18,000.00 )			
	200	BOX12	CLIP, BACKFOLD, 19MM, 12PCS/BOX (Php 3,000.00 )			
	200	BOX12	CLIP, BACKFOLD, 25MM, 12PCS/BOX (Php 3,571.42 )			
	180	BOX12	CLIP, BACKFOLD, 32MM, 12PCS/BOX (Php 4,140.00 )			
	10	BOX100	ENVELOPE, EXPANDING, KRAFTBOARD, FOR LEGAL SIZE, 100PCS/BOX (Php 11,964.30 )			
	4	BOX500	ENVELOPE, DOCUMENTARY, FOR A4 SIZE, 500PCS/BOX (Php3,250.00 )			
	5	BOX500	ENVELOPE, DOCUMENTARY, FOR A4 SIZE, 500PCS/BOX (Php 3,350.00 )			
	250	PIECE	FLAG STICKER, SIGN HERE (Php 37,500.00 )			
	8	PAC100	FOLDER, PRESSBOARD, 240MM X 370MM, 100PCS/PACK (Php 13,214.32 )			
	120	PIECE	GLUE, STICK, 21 GRAMS (Php 6,000.00 )			
	60	JAR	GLUE, ALL PURPOSE, 200GRAMS/JAR (Php 4,500.00 )			
	30	PIECE	RULER, SIZE 12", PLASTIC/TRANSPARENT (Php 300.00 )			
	200	PIECE	SIGNPEN, BLACK, Liquid/Gel Ink, 0.5MM Needle Tip, Energel (Php 22,000.00 )			
	200	PIECE	SIGNPEN, BLUE, Liquid/Gel Ink, 0.5MM Needle Tip, Energel (Php 22,000.00 )			
	100	PIECE	SIGNPEN, RED, Liquid/Gel Ink, 0.5MM Needle Tip, Energel (Php 11,000.00 )			
	60	PIECE	TAPE DISPENSER, TABLE TOP (Php 4,714.29 )			
	100	PIECE	RING BINDER, PLASTIC, 12MM X 1.2M (1/2"X44") (Php 893.00 )			
	50	PIECE	RING BINDER, PLASTIC, 18MMx1.2M (3/4"X44") (Php 848.00 )			
	50	PIECE	RING BINDER, PLASTIC, OVAL, 2" DIAM X 80 RINGS (Php 2,187.50 )			
			xxxnothing followsxxxx			
			<b>PLEASE QUOTE FOR ONE (1) LOT ON THE ABOVE ITEMS</b>			
			<b>Approved Budget Contract Php210,502.83</b>			

**Bidders/Suppliers are required to submit the following Documentary Requirements upon submission of quotation:**

- 1) Valid Mayor's Permit
- 2) Notarized Omnibus Sworn Statement
- 3) PhilGEPS Registration No.
- 4) BIR Form No. 2303
- 5) Income/Business Tax Return if the ABC is above 500k

**NOTE:**

*Unnotarized Omnibus Sworn Statement (OSS) is acceptable upon submission of quotation. However, the winning bidder/supplier must submit the notarized Omnibus Sworn Statement (OSS) within 3 calendar days upon notification of Notice of Award. Noncompliance on the timely submission of OSS is a ground for disqualification.*

Delivery Address: BCDA Motorpool, Pamavanana Diago Silana, Brgy. Ususan Road, C5 Road, Tagulig City

**Terms and conditions:**

*Price: inclusive of all applicable taxes*

*Payment: NET Thirty (30) working days*

*Delivery:*

*Validity of price: one month*

**WARRANTY: (if any)**

We hereby certify, that we have prepared, checked and reviewed this quotation.

This quotation is valid unless revoked in writing which should be prior to our receipt of your Purchase Order or Job Order.

\_\_\_\_\_  
Printed Name/Signature/DATE

\_\_\_\_\_  
Immediate Supervisor

\_\_\_\_\_  
Telephone / Fax Number