

2/F Bonifacio Technology Center, 31st Street Bonifacio Global City, Taguig City
Tel. No. 8575-1700 loc. 1782/1784
Email: vmnatividad@bcda.gov.ph
REQUEST FOR QUOTATION

(Company Name):


Date: **22 February 2025**
PR #: **0001132**

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

- 1) Quotation/s shall be addressed to the Head of Procurement Division. Please indicate Solicitation or Reference No.
- 2) Send the said quotation/s to BCDA or fax the same at no. 8575-1785 not later than **26 February 2025, 500 P.M**
- 3) Quotation/s submitted after the set deadline indicated in item no. 2 shall not be accepted/considered.
- 4) The quotation/proposal shall be properly signed by the authorized representative and/or immediate supervisor.

BCDA reserves the right to accept or reject any or all of the quotations, or waive formally therein, or to accept quotation/s as may be considered most advantageous to the gov't., or to pursue appropriate legal action should the winning bidder refuse to accept the award without justifiable reason/s.


VICKY NATIVIDAD
Canvasser


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:						
QTY (A)	UNIT	DESCRIPTION/SPECIFICATIONS	UNIT COST (ex-VAT) (B)	VAT (C)	TOTAL UNIT (D = B + C)	TOTAL AMOUNT (A x D)
500	PIECE	BALLPOINT, BLACK, BP-1 RT Fine (ABC PHP 6,000)				
500	PIECE	BALLPOINT, BLUE, BP-1 RT Fine (ABC PHP 6,000.00)				
200	PACK2	BATTERY, DRY CELL, SIZE AA, 1.5V, 2PCS/PACK (ABC PHP 16,000.00)				
200	PACK2	BATTERY, DRY CELL, SIZE AAA, 1.5V, 2PCS/PACK (ABC PHP 12,000.00)				
300	BOX12	CLIP, BACKFOLD, 19MM, 12PCS/BOX (ABC PHP 4,200.00)				
250	BOX12	CLIP, BACKFOLD, 25MM, 12PCS/BOX (ABC PHP 4,500.00)				
200	BOX12	CLIP, BACKFOLD, 32MM, 12PCS/BOX (ABC PHP 4,642.84)				
200	PIECE	DATA FILE BOX, CLIPBOARD, CLOSED ENDS (ABC PHP 18,000.00)				
600	PIECE	DATA FOLDER, CLIPBOARD, TAGLIA LOCK (ABC PHP 48,214.26)				
12	BOX100	ENVELOPE, EXPANDING, KRAFTBOARD, FOR LEGAL SIZE, 100PCS/BOX (ABC PHP14,142.84)				
30	BOX	FASTENER, METAL WITH PLASTIC COATING, (ABC PHP 900.00)				
5	PAC100	FOLDER, PRESSBOARD, 240MM X 370MM, 100PCS/PACK (ABC PHP6,214.30)				
300	PIECE	SIGNPEN, BLACK, Liquid/Gel Ink, 0.5MM Needle Tip, Energel (ABC PHP 31,339.26)				
350	PIECE	SIGNPEN, BLUE, Liquid/Gel Ink, 0.5MM Needle Tip, Energel (ABC PHP 36,562.47)				
100	PIECE	SIGNPEN, RED, Liquid/Gel Ink, 0.5MM Needle Tip, Energel (ABC PHP 9,821.43)				
160	ROLL	TAPE, MASKING, WIDTH 24MM (1"), 50M (ABC PHP 8,640.00)				
120	ROLL	TAPE, TRANSPARENT, WIDTH 24MM (1"), 50M (ABC PHP 1,500.00)				

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Chief Administrative Officer

80	PIECE	WASTEBASKET, PLASTIC, NON-RIGID (ABC PHP 4,000.00)				
60	REAM	PAPER, MULTICOPY, A3 SIZE, 80GSM (ABC PHP 25,200)				
		XXX NOTHING FOLLOWS XXX				
		Total ABC Php 257,877.40				
		Please Quote for One (1) Lot				
TOTAL AMOUNT						

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 5 working days upon notification of Notice of Award. Noncompliance on the timely submission of OSS is a ground for disqualification.

Delivery Address: BCDA Motorpool, Pamayanang Diego Silang, Brgy. Ususan Road, C5 Road, Taguig 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