



2/F Bonifacio Technology Center, 31st Street Bonifacio Global City, Taguig City

Tel. No. 8575-1700 loc. 1782/1784

Email: [vmnatividad@bcda.gov.ph](mailto:vmnatividad@bcda.gov.ph)

**REQUEST FOR QUOTATION**

(Company Name):

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Date: **04 June 2025**

PR #: **0001339**

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 **10 June 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: <b>BCDA HEAD OF PROCUREMENT</b>						
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)
30	PIECE	ERASER, FELT, FOR BLACK/WHITEBOARD (ABC PHP 434.40)				
30	PIECE	ERASER, RUBBER (ABC PHP247.80)				
10	PAC100	FOLDER, PRESSBOARD, 240MM X 370MM, 100PCS/PACK (ABC PHP 11,089.30)				
320	PIECE	GLUE, STICK, 21 GRAMS (ABC PHP 23,714.27)				
500	BOX	INDEX TAB, SELF ADHESIVE (ABC PHP39,285.70)				
40	SET3	MARKER, FLUORESCENT, 3COLORS/SET (ABC PHP1,244.40)				
80	PIECE	MARKER, WHITEBOARD, RED (ABC PHP928.56)				
60	REAM	PAPER, MULTICOPY, A3 SIZE, 80GSM (ABC PHP22,500)				
300	PAD	NOTEPAD, STICK-ON, 3X3, 100SHEETS/PAD (ABC PHP 9,000)				
30	PIECE	PUNCHER, HEAVY DUTY, WITH 2 WHOLE GUIDE (ABC PH P4,071.43)				
100	PIECE	RECORD BOOK, 500 PAGES (ABC PHP 12,456.00)				
80	PIECE	RING BINDER, PLASTIC, 18MMx1.2M (3/4"X44") (ABC PHP1,142.86)				
80	PIECE	RING BINDER, PLASTIC, OVAL, 2" DIAM X 80 RINGS (ABC PHP3,071.42)				
50	PIECE	RULER, SIZE 12", PLASTIC/TRANSPARENT (ABC PHP223.22)				
40	PIECE	RULER, SIZE 18", PLASTIC/TRANSPARENT (ABC PHP797.20)				
60	PIECE	STAPLER, HEAVY DUTY (ABC PHP 4,660.71)				
120	PIECE	RING BINDER, PLASTIC, 12MM X 1.2M (1/2"X44") (ABC PHP 857.15)				



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Per request, below is/are the price(s) of the article(s)/service(s) as indicated under Unit Price:					
300	PACK2	BATTERY, DRY CELL, SIZE AA, 1.5V, 2PCS/PACK (ABC PHP9,107.16)			
		XXX NOTHING FOLLOWS XXX			
		Total ABC Php 144,831.58			
		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