

REQUEST FOR QUOTATION

Standard Form Number SF-Good 60
Revised on: May 24, 2009

Company Name and T.I.N.

Address

Vat/Non-Vat _____, CREDIT: _____

Please quote your lowest price on the item(s) below, subject to the general conditions on the last page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than _____ in the return envelope attached herewith.

ARMANDO G. SIMBANO
Procurement Officer

Item No./ Stock No.	Item and Description	Approved ABC/ unit	Qty.	Unit	Unit Cost	Total Cost
1	Alcohol (70% isoprophyl, 500ml)	96.00	10	pc		
2	Binder clips 2"	60.00	1	box		
3	Bond Paper A4	180.00	5	rm		
4	Bond Paper Legal/Long	198.00	5	rm		
5	Case Filer with Cover (BLUE)	190.00	10	pc		
6	Clear Adhesive Tape 1"	22.00	3	pc		
7	Clear Adhesive Tape 3"	48.00	3	pc		
8	Correction tape (5mm x 6m)	75.00	6	pc		
9	Envelop Long/Expandable (aqua blue) 100s	1,100.00	1	pk		
10	Folder Long /Expandable (aqua blue) 100s	1,100.00	1	pk		
11	Folder long/ordinary/premium quality (WHITE) 100s	450.00	1	pk		
12	Folder long transparent (front only) Sliding 12s	18.00	20	pk		
13	Ink Refill for EPSON L-360 - MAGENTA (for existing)	360.00	3	pc		
14	Ink Refill for EPSON L-360 - YELLOW (for existing)	360.00	3	pc		
15	Ink Refill for EPSON I-360 - CYAN (for existing)	360.00	3	pc		
16	Ink Refill for EPSON L-360 - BLACK (for existing)	360.00	3	pc		
17	Ink Stamp Pad (BLUE)	11.00	2	pc		
18	Highlighter (green)	38.00	2	pc		

Canvasser: _____
Name and Signature

Date: _____

Printed Name/Signature

Tel. No./Cellphone No.

Date

GENERAL CONDITIONS:

1. All entries must be filled in, legible, preferably typewritten/encoded.
2. Bidders must submit documentary requirements indicated in the Checklist below.
3. Any alteration/erasure/overwriting shall be initialed by the bidder or his authorized representative.
4. Delivery must be within five (5) calendar days upon receipt of the Purchase Order.
5. Item/s delivered must have warranties for unit replacements, parts, labor or other services.
6. Price offer validity shall be for a period of six (6) months from the Bidder's RFQ date.
7. Transactions with BFAR shall mean compliance by the winning Bidder with the bid proposal and delivery requirements before processing of payment.
8. Failure to comply with these conditions shall mean DISQUALIFICATION of your bid.

Checklist of Documentary Requirements (Certified True Copy)	ABC below P50,000	ABC above P50,000	ABC above P500,000
1. Business Permit	√	√	√
2. PhilGEPS Registration Number	√	√	√
3. Omnibus Sworn Statement	-	√	√
4. Income Tax Return	-	-	√
5. Professional License & Curriculum Vitae (Consultancy)	√	√	√
6. PCAB License (Infrastructure)	√	√	√
7. NFCC (Infrastructure)	√	√	√

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ARMANDO G. SIMBANO

Procurement Officer

Item No./ Stock No.	Item and Description	Approved ABC/ unit	Qty.	Unit	Unit Cost	Total Cost
19	Highlighter (blue)	38.00	2	pc		
20	Highlighter (orange)	38.00	2	pc		
21	Highlighter (yellow)	38.00	2	pc		
22	Highlighter (pink)	38.00	2	pc		
23	Mailing Envelop (LONG)	390.00	2	pck		
24	Masking Tape White 2"	78.00	3	pc		
25	Masking Tape White 3"	100.00	3	pc		
26	Sign Pen - 0.3 (RED)	276.00	1	box		
27	Pencil (#2 with eraser)	96.00	1	box		
28	Sign pen (blue, 0.4)	840.00	1	box		
29	Sign pen (black, 0.4)	840.00	1	box		
30	Push Pins with plastic heads	30.00	3	box		
31	Record book (500 pages)	90.00	2	pc		
32	Staple wire (no.35)	30.00	2	box		
33	White board (3x5)	1,050.00	1	pc		
34	Disinfectant Spray	490.00	3	pc		
35	Steel Cabinet (2-Door 3 layers with 2 drawers) color: light gray	9,630.00	2	pc		

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3. Omnibus Sworn Statement	-	√	√
4. Income Tax Return	-	-	√
5. Professional License & Curriculum Vitae (Consultancy)	√	√	√
6. PCAB License (Infrastructure)	√	√	√
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Item No./ Stock No.	Item and Description	Approved ABC/ unit	Qty.	Unit	Unit Cost	Total Cost
36	Executive Table with drawer, Glass top	11,770.00	1	pc		
37	Executive office chair with backrest, color: Black/Blue or white	4,820.00	1	pc		
38	3 seater sofa with backrest wiyhout armrest, Upholstered Leathertte (any light color)	9,630.00	1	pc		
39	Wooden Center Table (WHITE)	3,640.00	1	pc		
40	Computer chair	3,210.00	1	pc		
41	Computer stand, material: Wood, color: White;	910.00	1	pc		
42	On-the-go Flash drive (32gb)	650.00	4	pc		
43	Portable external hard drive 2TB	5,500.00	2	pc		
44	Audio Recorder with sdcard	6,000.00	1	pc		
45	SD card 128GB	2,200.00	2	pc		
	<i>Note:</i>					
	<i>Contract Duration: 30 Calendar Days</i>					
	<i>Place of Delivery: BFAR-10 Macabalan, Cagayan de Oro City</i>					
	x x x nothing follows x x x					

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Name and Signature

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