



Republic of the Philippines
Department of the Interior and Local Government
BUREAU OF FIRE PROTECTION
REGIONAL OFFICE 9



Project Reference Number : RFQBFP9-21-02
Location of the Project : BUREAU OF FIRE PROTECTION REGIONAL OFFICE 9
Mayor Cesar C Climaco Avenue, Zamboanga City
Standard Form Number : SF-GOOD-60
Revised on : 24-May-18

REQUEST FOR QUOTATION

**Procurement of Office Supplies 1st Quarter 2021 for the use of BFP
Regional Office 9**

Please quote your lowest price on the items/s listed below, subject to the General Conditions on the last page starting the shortest time of delivery and submit your quotation duly signed by your representative not later than **22 February 2020 9:00 AM** at the Office of the BAC, Secretariat, Logistics Division, BFP-R9, Mayor Cesar C Climaco Avenue, Zamboanga City **LATE SUBMISSION WILL NOT BE ACCEPTED.**

- Note: 1. ALL SUPPORTING DOCUMENTS MUST BE CERTIFIED TRUE COPY BY THE BIDDER;
2. **DELIVERY PERIOD: Please see below**
3. **DELIVERY LOCATION: Mayor Cesar C Climaco Avenue, Zamboanga City**
4. WARRANTY SHALL BE FOR A PERIOD OF SIX (6) MONTHS FOR SUPPLIES & MATERIALS, ONE (1) YEAR FOR EQUIPMENT FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY;
5. PRICE VALIDITY SHALL BE FOR A PERIOD OF ONE HUNDRED TWENTY (120) CALENDAR DAYS; AND
6. THE FOLLOWING DOCUMENTS SHALL BE ATTACHED TO THE DULY ACCOMPLISHED QUOTATION FORM TO WIT:
a. Business/Mayors Permit;
b. PhilGeps Registration;
c. Income Tax Return

Item No.	DESCRIPTION	QTY		ABC UNIT PRICE	ABC TOTAL PRICE	UNIT PRICE	TOTAL PRICE
	Procurement of Office Supplies 1st Quarter 2021 for the use of BFP Regional Office 9			ABC UNIT PRICE	184,000.00		
1	BALLPEN, black, 12pcs per box	20	box				
2	BALLPEN, blue, 12pcs per box	15	box				
3	BATTERY, dry cell, AA, 2 pieces per blister pack	15	pack				
4	LIGHT BULB, 24 watts, LED	10	piece				
5	CLIP, backfold, 32 mm, 12s/box	15	box				
6	CORRECTION TAPE, Roller type, film based, usable length: 6 meters min.	50	piece				
7	ENVELOPE, documentary, A4, 500pcs/box	5	box				
8	ENVELOPE, documentary, Legal, 500pcs/box	5	box				
9	FASTENER, metal, 70mm between prongs	50	box				
10	FOLDER, with TAB, A4, 1 pack [100 pieces per pack]	5	pack				
11	FOLDER, with TAB, LEGAL, 1 pack [100 pieces per pack]	5	pack				
12	GLUE, all purpose, gross weight: 200 grams min	15	jar				
13	INDEX TAB,	15	box				
14	INK CARTRIDGE, EPSON (T6641), Black	60	cart				
15	INK CARTRIDGE, EPSON (T6642), Cyan	20	cart				
16	INK CARTRIDGE, EPSON (T6643), Magenta	20	cart				
17	INK CARTRIDGE, EPSON (T6644), Yellow	20	cart				
18	INK CARTRIDGE, EPSON 003 ECOTANK BLACK 65ML	39	cart				
19	INK CARTRIDGE, EPSON 003 ECOTANK CYAN 65ML	13	cart				
20	INK CARTRIDGE, EPSON 003 ECOTANK MAGENTA 65ML	13	cart				

21	INK CARTRIDGE, EPSON 003 ECOTANK YELLOW 65ML	13	cart				
22	NOTE PAD, Stick-on, 2x3, 100 sheets per pad	60	pad				
23	NOTE PAD, Stick-on, 3x3, 100 sheets per pad	60	pad				
24	NOTE PAD, Stick-on, 3x4, 100 sheets per pad	60	pad				
25	PAPER CLIP, 50mm, 100 pieces per box or 120 grams (min.) (net of box)	15	box				
26	PAPER, multi-purpose (copy), A4 size, 70 gsm, 210mm x 297mm, sub20	100	ream				
27	PAPER, multi-purpose (copy), Letter size, 70 gsm, 216mm x 280mm, sub20	20	ream				
28	PAPER, multi-purpose (copy), Legal size, 70 gsm, 216mm x 330mm, sub20	325	ream				
29	RECORD BOOK, 300 pages, size: 214mm x 278mm min	20	book				
30	SIGN PEN, black, liquid/gel ink, 0.5mm needle tip	40	piece				
31	SIGN PEN, blue, liquid/gel ink, 0.5mm needle tip	60	piece				
32	SIGN PEN, red, liquid/gel ink, 0.5mm needle tip	20	piece				
33	STAPLE WIRE, standard, 26/6, 5000 wires/box	10	box				
34	TAPE, packaging width: 48mm (2")	20	roll				
35	TAPE, transparent, width: 24mm (1")	20	roll				
36	TAPE, transparent, width: 48mm (2")	20	roll				
37	TRASHBAG, Black, 940mmx1016mm, 10pcs per roll/pack	20	pack				
	Delivery Location: Zamboanga City						
	Mode of Procurement: Sec. 53.9 NP-SVP						
GRAND TOTAL						184,000.00	

(Total Amount in Words)

The above quoted prices are inclusive of all cost and applicable taxes.

Delivery Period
Warranty
Price Validity

7 calendar days

120 calendar days

After having carefully read and accepted your General Conditions, I/We quote you on the item at prices noted above.

Name and Signature of Authorize Representative

Company Name/Business name

Tel. No. / Cellphone No./ email address

Date