

**Republic of the Philippines
SENATE
REQUEST FOR QUOTATION**

Date : 7/28/2022 10:27:29AM
 RFQ No. : RFQ-22-07-088
 Requisitioner : OS-TOLENTINO
 Canvasser : NADIA C. TOMAWIS

Sir/Madam:

We invite all GEPS registered bidders to submit sealed quotation for the item/s listed below, addressed to the Chairman, Bids and Awards Committee (BAC), 4/F Senate of the Philippines, GSIS Bldg., Financial Center, Pasay City. The quotation for Purchase Request No. **PR-22-07-618** must be submitted to the Office of the Chairman, Bids and Awards Committee, Room 408 or the Secretariat, Bids and Awards Committee, Room 401, 4/F Senate of the Philippines, GSIS Building, Financial Center, Pasay City, not later than 5P.M. of _____ . Kindly observe and comply with the stated specifications / descriptions / unit of items for quotation, and specify country of manufacture or origin in the item, any erasure must be properly initialed by the bidder. Bidders are presumed to have reviewed all bids indicated herein before submission to the BAC. Please do not forget to indicate the following references in your envelope "PR NO. _____ / RFQ NO. _____, Assigned Canvasser: _____, CLOSING DATE: _____"

LIKEWISE, ALL QUOTATIONS MUST BE VALID FOR AT LEAST THIRTY (30) TO FORTY FIVE (45) DAYS FROM THE CLOSING DATE OF POSTING WITH THE PhilGEPS AND SUBJECT TO THE GENERAL CONDITIONS FOUND AT THE BACK OF THIS FORM.

**ATTY. MARIA VALENTINA S. CRUZ
CHAIRPERSON
BIDS AND AWARDS COMMITTEE**

THE CHAIRMAN
 Bids and Awards Committee
 c/o Secretariat, Bids and Awards Committee
 Room 401 4/L, Senate of the Philippines, GSIS Building, Financial Center, Pasay City
 Fax No. 552-6601 local 1602 or 552-6793

Sir: As requested in your letter above, we are pleased to quote hereunder our price/s for the following item/s subject to the General Conditions stated at the back:

ITEM NO.	QTY	UNIT	ITEM/S DESCRIPTION (Kindly indicate BRAND NAME & MODEL of item/s of your offer/bid)	APPROVED BUDGET	UNIT PRICE (Inclusive of all Taxes)	TOTAL
			<i>PR-22-07-618 (OS-TOLENTINO)</i>			
1	250	PIECE	PERSONALIZED PEN Supply and delivery of Metal Stylus Pen matte black Logo/seal: one (1) color print on one position Packaging: Pen Box @250 pcs	Php 50,000.00 Php200.00/PIECE		

Note: ----- Nothing Follows -----

Remarks:

(QUOTATIONS must be valid for at least thirty [30] to forty five [45] days from closing date)

TERMS OF DELIVERY _____
TERMS OF PAYMENT: Government Terms (NO C.O.D. / NO ADVANCE PAYMENT) _____
 Address of Supplier _____ (Name of Company)
 E-Mail Address _____
 Tel./Fax No./s _____ PhilGEPS Reg. No. _____ Expiry Date: _____
 TIN _____

 (Signature over Printed Name Authorized Representative)