

Senate of the Philippines  
RMMS  
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16 FEB 2023



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Republic of the Philippines  
SENATE  
REQUEST FOR QUOTATION

Date : 2/15/2023 5:24:50PM  
RFQ No. : RFQ-23-02-006  
Requisitioner : OS-ACAYETANO  
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-23-01-060** 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 PHIGEPS 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-23-01-060 (OS-ACAYETANO)</i>			
1	1	BOX	FOLDER, PRESSBOARD, Legal, Paper Board	Php 851.64	Php851.64/BOX	
2	5	PIECE	NOTEBOOK, Pocket, spiral	Php 250.00	Php50.00/PIECE	
3	3	PIECE	CLIPBOARD, Legal, Plastic, with metal clip	Php 300.00	Php100.00/PIECE	
4	3	PIECE	CLIPBOARD, A4, Plastic, with metal clip	Php 300.00	Php100.00/PIECE	
5	5	PACK	INDEX CARD, Ruled (5" x 8") 500s/Pack	Php 2,500.00	Php500.00/PACK	
6	10	PACK	PAPER, STICKER, A4 Size	Php 400.00	Php40.00/PACK	
7	15	PACK	SPECIAL PAPER, 8.5x11in.	Php 300.00	Php20.00/PACK	

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

TERMS OF DELIVERY \_\_\_\_\_

TERM/S OF PAYMENT: Government Terms (NO C.O.D. / NO ADVANCE PAYMENT)

(Name of Company) \_\_\_\_\_

Address of Supplier \_\_\_\_\_

E-Mail Address \_\_\_\_\_

PHIGEPS Reg. No. \_\_\_\_\_

Expiry Date: \_\_\_\_\_

Tel./Fax No./s \_\_\_\_\_

TIN \_\_\_\_\_

(Signature over Printed Name Authorized Representative)

**RECEIVED**

PROCUREMENT SECTION, PPS

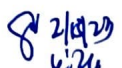
Date: 2/15/23

By: L

Time: 6:15

  
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2/15/2023 / 5:25:15PM

Page 1 of 2



Senat  
RMMS  
**RECEIVED**  
16 FEB 2023  
By: *[Signature]*  
Time: *9:21 AM*

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*[Signature]*  
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CHAIRPERSON  
BIDS AND AWARDS COMMITTEE

**THE CHAIRMAN**  
Bids and Awards Committee  
c/o Secretariat, Bids and Awards Committee  
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8	10	PAD	STICK-ON NOTES, "Sign Here" Film Indexer	Php 800.00 <i>Php80.00/PAD</i>		
9	2	ROLL	TAPE, DOUBLE SIDED (2")	Php 500.00 <i>Php250.00/ROLL</i>		
10	2	PIECE	TAPE, DOUBLE SIDED (1")	Php 300.00 <i>Php150.00/PIECE</i>		
11	20	PACK	PHOTO PAPER	Php 4,000.00 <i>Php200.00/PACK</i>		

----- Nothing Follows -----

Remarks:  
**RECEIVED**  
PROCUREMENT SECTION, PPS  
Date: 2/15/23  
TIME: 6:15

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TERMS OF PAYMENT: Government Terms (NO C.O.D. / NO ADVANCE PAYMENT) \_\_\_\_\_  
(Name of Company)  
Address of Supplier \_\_\_\_\_  
E-Mail Address \_\_\_\_\_  
Tel./Fax No./s \_\_\_\_\_  
TIN \_\_\_\_\_  
PhilGEPS Reg. No. \_\_\_\_\_ Expiry Date: \_\_\_\_\_  
\_\_\_\_\_  
(Signature over Printed Name Authorized Representative)