

# REQUEST FOR QUOTATION

## SUPPLY AND DELIVERY OF DATA FOLDER FOR THE PROCUREMENT SERVICE-PHILGEPS

SHOPPING-20-001

**Sir/Madam:**

Please quote your best proposal for the item/s described below using the Price Proposal Form (submit Annexes "A, B, and C"), subject to terms and conditions stated in the RFQ.

| QTY      | ITEM DESCRIPTION  | APPROVED BUDGET FOR THE CONTRACT |
|----------|---|----------------------------------|
| 500 pcs. | SUPPLY AND DELIVERY OF DATA FOLDER FOR THE PROCUREMENT SERVICE-PHILGEPS | PHP 67,500.00                    |

Submit your proposal duly signed by you or your duly authorized representative, not later than **October 5, 2020; 10:00 AM**. Proposals shall be submitted at the address indicated below:

|   |
|---|
| <b>Mr. Edgardo T. Lim, Jr.</b><br><i>General Services Division</i><br><i>2<sup>nd</sup> Floor, PS Complex</i> |
| <i>Procurement Service-PhilGEPS</i>   |
| <i>Cristobal Street, Paco, Manila</i>   |

**Only one (1) set of documents certified to be true copies of the original shall be required.** In case, however, a supplier intends to submit proposals for several Request for Quotations the deadline of submission and opening of proposals of which are scheduled on the same date and time, it may submit one (1) set of Documents to cover all the RFQs where it wishes to participate. The envelope shall contain the name of the contract to be bid in capital letters and bear the name and address of the supplier in capital letters.

**Proposals and other documents required may be sent electronically to [gsd@ps-philgeps.gov.ph](mailto:gsd@ps-philgeps.gov.ph).** Electronically submitted proposals and documents must be submitted on or before the deadline of submission as stated in this RFQ.

Late submission of quotations shall not be accepted and considered.

|   |
|---|
| <b>SGD</b><br><b>MARK ANTHONY G. HUERTAS</b><br><i>OIC, Chief-General Services Division</i> |
|   |

*N.B.: Suppliers not directly invited may participate. The duly accomplished Proposal (Annexes A, B, C, and D) shall be submitted on or before the deadline for submission of proposal or any extension thereof. The following supporting documents may be submitted anytime during submission of offers, evaluation of offers, before issuance of Notice of Award or prior to payment:*

- 1. Mayor's Permit for the year 2020;*
- 2. PhilGEPS Registration Number;*

*PhilGEPS Platinum Registration Certificate may be submitted in lieu of the eligibility documents 1 and 2.*

*Instructions for format and signing as stated above shall apply to non-directly invited suppliers.*

## Price Proposal Form

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

The OIC, Chief - General Services Division  
Procurement Service  
PS Complex, Cristobal Street  
Paco, Manila

Ma'am:

Having examined the **Request for Quotation No. SHOPPING-20-001** the receipt of which is hereby duly acknowledged, the undersigned, offer for the PROCUREMENT OF THE SUPPLY AND DELIVERY OF DATA FOLDER FOR THE PROCUREMENT SERVICE-PHILGEPS. In conformity with the said Request for Quotation for the sums stated hereunder:

| QTY     | ITEM/DESCRIPTION  | UNIT PRICE | TOTAL PRICE |
|---------|---|------------|-------------|
| 500 pcs | SUPPLY AND DELIVERY OF DATA FOLDER FOR THE PROCUREMENT SERVICE-PHILGEPS |            |             |

**TOTAL PRICE IN WORDS:**

**Lot 1:** \_\_\_\_\_

**We undertake, if our Proposal is accepted, to perform the services/deliver the goods as identified in the Terms of Reference.**

Until a formal Contract is prepared and executed, this Proposal, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the lowest or any Proposal you may receive.

|  |
|--|
| Date                                     |
| Company Name                             |
| Authorized Representative Name/Signature |
| Address                                  |
| Official Contact No.                     |

[name of company]  
[address]  
[official contact number]

**SCHEDULE OF REQUIREMENTS**

| <b>QTY</b>     | <b>ITEM DESCRIPTION</b>  | <b>AGENCY'S DELIVERY SCHEDULE</b>                                      |
|----------------|--|--|
| <b>500 pcs</b> | <b>SUPPLY AND DELIVERY OF DATA FOLDER FOR THE PROCUREMENT SERVICE-PHILGEPS</b> | Within seven (7) calendar days upon receipt of Notice to Proceed (NTP) |

**I hereby commit to deliver the required quality and quantities upon receipt of the Letter Order as indicated above.**

\_\_\_\_\_  
**Name of Company**

\_\_\_\_\_  
**Signature Over Printed Name  
of authorized Representative**

\_\_\_\_\_  
**Date**

**TECHNICAL SPECIFICATIONS**

|   |  |
|---|--|
| <b>LOT 1</b>                            | <b>SUPPLY AND DELIVERY OF DATA FOLDER FOR THE PROCUREMENT SERVICE-PHILGEPS</b> |
| <b>QUANTITY</b>                         | <b>500 pcs</b>   |
| <b>APPROVED BUDGET FOR THE CONTRACT</b> | <b>PHP 67,500.00</b>   |

| <b>AGENCY SPECIFICATIONS</b>   | <b>BIDDER'S STATEMENT OF COMPLIANCE</b> |
|--|---|
| <b>Data Folder</b>   |   |
| <b>*Dimension</b><br><b>*width: 75mm (min.)</b><br><b>*height: 230mm (min.)</b><br><b>*length: 380mm (min.)</b>  |   |
| <b>*Material</b><br><b>*chipboard, 2.5mm thick (min.)</b><br><b>*leatherette paper and/or Polypropylene (PP) material made of linen design for outside cover</b><br><b>*coated paper for inside cover including spine portion</b><br><b>*with <u>all steel</u> lever arch file mechanism and taglia lock</b><br><b>*spine is provided with finger ring and clear plastic pocket for label insert</b><br><b>*spine made of PVC gamuza/PP material of equivalent or superior quality</b><br><b>Color: Red (one shade only)</b> |   |

**I hereby certify that the statement of compliance to the foregoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our proposal.**

|                        |   |             |
|------------------------|---|-------------|
| _____                  | _____   | _____       |
| <b>Name of Company</b> | <b>Signature Over Printed Name of authorized Representative</b> | <b>Date</b> |

