

DEPARTMENT OF TOURISM
National Capital Region
Telefax: 8553-3530
Direct Line: 8553-3531/09202909993
Email: dotncr.bac@tourism.gov.ph

Date: October 01, 2024

GENTLEMEN:

REQUEST FOR QUOTATION

Kindly quote to us your latest price (s) on the following items:

QTY	UNIT	ITEM/DESCRIPTION/SPECIFICATION	UNIT PRICE																																																												
1 (One)	Lot	PROJECT NAME: SUPPLY AND DELIVERY OF OFFICE SUPPLIES OF DOT-NCR NOT AVAILABLE IN PS-DBM FOR THE THIRD QUARTER FY 2024																																																													
		I. SCOPE OF SERVICES /DELIVERABLES:																																																													
		<table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Unit</th> <th style="width: 70%;">Item Description</th> <th style="width: 20%;">Quantity</th> </tr> </thead> <tbody> <tr><td>cart</td><td>Ink Cartridge, HP 680, Black</td><td style="text-align: center;">15</td></tr> <tr><td>cart</td><td>Ink Cartridge, HP 680, Tricolor</td><td style="text-align: center;">15</td></tr> <tr><td>cart</td><td>Ink Cartridge, HP Laserjet 206A, Black</td><td style="text-align: center;">1</td></tr> <tr><td>bottle</td><td>Ink, GT 53, Black</td><td style="text-align: center;">6</td></tr> <tr><td>box</td><td>Paper Clip, vinyl/plastic coat, length 33mm</td><td style="text-align: center;">10</td></tr> <tr><td>box</td><td>Binder Clip, 19mm</td><td style="text-align: center;">10</td></tr> <tr><td>box</td><td>Binder Clip, 25mm</td><td style="text-align: center;">10</td></tr> <tr><td>box</td><td>Binder Clip, 32mm</td><td style="text-align: center;">10</td></tr> <tr><td>box</td><td>Binder Clip, 50mm</td><td style="text-align: center;">10</td></tr> <tr><td>pad</td><td>Notepad, Sticky note, 3" x 3"</td><td style="text-align: center;">10</td></tr> <tr><td>pad</td><td>Notepad, Sticky note, 2" x 3"</td><td style="text-align: center;">10</td></tr> <tr><td>pad</td><td>Notepad, Sticky note, 3" x 4"</td><td style="text-align: center;">10</td></tr> <tr><td>piece</td><td>Ballpen, Black</td><td style="text-align: center;">40</td></tr> <tr><td>pack</td><td>Battery, drycell "AA" (2pc/pack)</td><td style="text-align: center;">10</td></tr> <tr><td>pack</td><td>Battery, drycell, "AAA" (2 pc/pack)</td><td style="text-align: center;">10</td></tr> <tr><td>jar</td><td>Glue, all purpose (200 ml)</td><td style="text-align: center;">10</td></tr> <tr><td>pack</td><td>Folder, L-Type, Long (50 pcs/pack)</td><td style="text-align: center;">4</td></tr> <tr><td>pack</td><td>Folder, L-Type, A4 (50 pcs/pack)</td><td style="text-align: center;">2</td></tr> <tr><td>piece</td><td>Marker, Permanent, Black</td><td style="text-align: center;">5</td></tr> </tbody> </table>	Unit	Item Description	Quantity	cart	Ink Cartridge, HP 680, Black	15	cart	Ink Cartridge, HP 680, Tricolor	15	cart	Ink Cartridge, HP Laserjet 206A, Black	1	bottle	Ink, GT 53, Black	6	box	Paper Clip, vinyl/plastic coat, length 33mm	10	box	Binder Clip, 19mm	10	box	Binder Clip, 25mm	10	box	Binder Clip, 32mm	10	box	Binder Clip, 50mm	10	pad	Notepad, Sticky note, 3" x 3"	10	pad	Notepad, Sticky note, 2" x 3"	10	pad	Notepad, Sticky note, 3" x 4"	10	piece	Ballpen, Black	40	pack	Battery, drycell "AA" (2pc/pack)	10	pack	Battery, drycell, "AAA" (2 pc/pack)	10	jar	Glue, all purpose (200 ml)	10	pack	Folder, L-Type, Long (50 pcs/pack)	4	pack	Folder, L-Type, A4 (50 pcs/pack)	2	piece	Marker, Permanent, Black	5	
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		II. LEGAL/TECHNICAL REQUIREMENTS																																																													
		<ol style="list-style-type: none"> 1. Current Mayor's/Business Permit 2. PhilGEPS Registration Number 																																																													
		<p>APPROVED BUDGET FOR THE CONTRACT (ABC)</p> <p>Php 33,717.00</p> <p>Pesos: THIRTY-THREE THOUSAND SEVEN HUNDRED SEVENTEEN ONLY</p> <p><small>* inclusive of all applicable taxes, EVAT/VAT/government taxes/service charge/and other applicable taxes and charges net upon completion of the project and delivery of all requirements as agreed upon. Government procedure and subject to appropriate government taxes</small></p>																																																													
		<p>Contact Persons:</p> <p>MR. LAWRENCE J. ALCANTARA- ljalcantara@tourism.gov.ph</p>																																																													
		<p>Please quote your lowest price for the above requirements and submit your quotation along with documentary requirements VIA PERSONAL SERVICE AND/ OR COURIER in three (3) original sets IN A SEALED ENVELOPE to this office address:</p> <p>DOT NCR BAC SECRETARIAT Mr. Lawrence J. Alcantara - Head, NCR BAC Secretariat 7840 Makati Avenue, Poblacion, Makati City</p>																																																													
		<p>Note: Deadline of submission is on October 07, 2024 at 8:00am</p>																																																													

This office desires to place an order for the above item(s) with the minimum delay. Your firm quotation will help us very much in placing the order.

Thank you

PRINT NAME OF DEALER/SUPPLIER

ADDRESS OF DEALER/SUPPLIER

CONTACT NUMBER(s)

Email ADDRESS

TIN: _____

LANDBANK ACCOUNT NUMBER

AUTHORIZED SIGNATURE OVER PRINT NAME

NCR-ADMIN-PMD-004-00