


Bid Notice Abstract
Request for Quotation (RFQ)

Reference Number 7135100
Procuring Entity OFFICE OF THE PRESIDENT
Title RFQ / PR 20-07-0429 / PROCUREMENT OF OFFICE SUPPLIES WITH PRINTING SERVICES FOR THE 3RD QUARTER OF FY 2020
Area of Delivery Metro Manila

Solicitation Number:	20-07-0429	Status	Pending
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	0
Category:	Office Equipment Supplies and Consumables	Date Published	25/07/2020
Approved Budget for the Contract:	PHP 861,414.00	Last Updated / Time	24/07/2020 18:39 PM
Delivery Period:	15 Day/s	Closing Date / Time	28/07/2020 17:00 PM
Client Agency:			
Contact Person:	Rheajane Chu Saavedra Presidential Staff Officer II Procurement Unit, Rm 123 Mabini Hall Bldg., J.P. L. Malacañang Complex, San Miguel Malacañang, Manila Metro Manila Philippines 1005 63-2-7844286 Ext.4601 procurement_unit@malacanang.gov.ph		

Description
A) REQUEST FOR QUOTATION

- 1,075 pc Box, Storage, Medium (corrugated) with die cutting, 175 lbs B-flute, glued point, with black print, dimension: L-17", W-7 1/2", H-10 1/2"
- 1,075 pc Box, Storage, Large (corrugated) with die cutting, 175 lbs B-flute, glued point, with black print, dimension: L-17", W-12", H-10 1/2"
- 4,581 pc Envelope, Documentary with OP letterhead, A4
- 14,945 pc Envelope, Documentary with OP letterhead, Legal, 160-180gsm, thickness: 0.25mm-0.33mm
- 249 box Envelope, Mailing, with OP, 500 pcs per box, 90gsm
- 336 pad Pad, Memo 1/4 with OP Letterhead
- 83 ream Paper, OP Letterhead w/ Gold Merlion Logo, A4, 90gsm

To submit sample design for approval by the end-user
 Delivery Period: Fifteen (15) Working days after receipt of approved PO

B) USE COMPANY LETTERHEAD FOR YOUR QUOTATION & ADDRESS TO:

DIR. JAMES JUPER B. AGUILAR
 Head, Procurement Unit
 Office of the President
 M-123 Mabini Hall, J.P. Laurel St.,
 Malacañang Complex,
 San Miguel, Manila

Tel Number: (02) 8249-8310 local 4601 or 8238
 Fax Number: (02) 8249-8310 local 4709
 Email Address:
 procurement_unit@malacanang.gov.ph

C) ELIGIBILITY DOCUMENTS MUST BE ATTACHED TO THE QUOTATION

1. Latest/updated/valid PhilGEPS Registration Certificate
2. Latest/valid Mayor's Permit
3. TIN

Note:

- Kindly Attach the Complete Eligibility Documents to Avoid DISQUALIFICATION.
- Include the BACK PAGE OF THE MAYOR'S/BUSINESS PERMIT if Available
- Scan the Documents in a manner that the entries are legible/readable.
- Please specify brand

D) INDICATE IN YOUR QUOTATION THE FOLLOWING

1. Terms of Payment:
2. Warranty:
3. Place of Delivery: AMO - Supply & Property Management Division (SPMD), Mabini Hall, Malacañang, Manila
4. Delivery Period:
5. Price Validity Period:
6. Stock Availability:
7. Certificate of Exclusive Distributorship, if any

Created by Rheajane Chu Saavedra
Date Created 24/07/2020

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